



# **Personnel Administration**

## **Chapter 9**

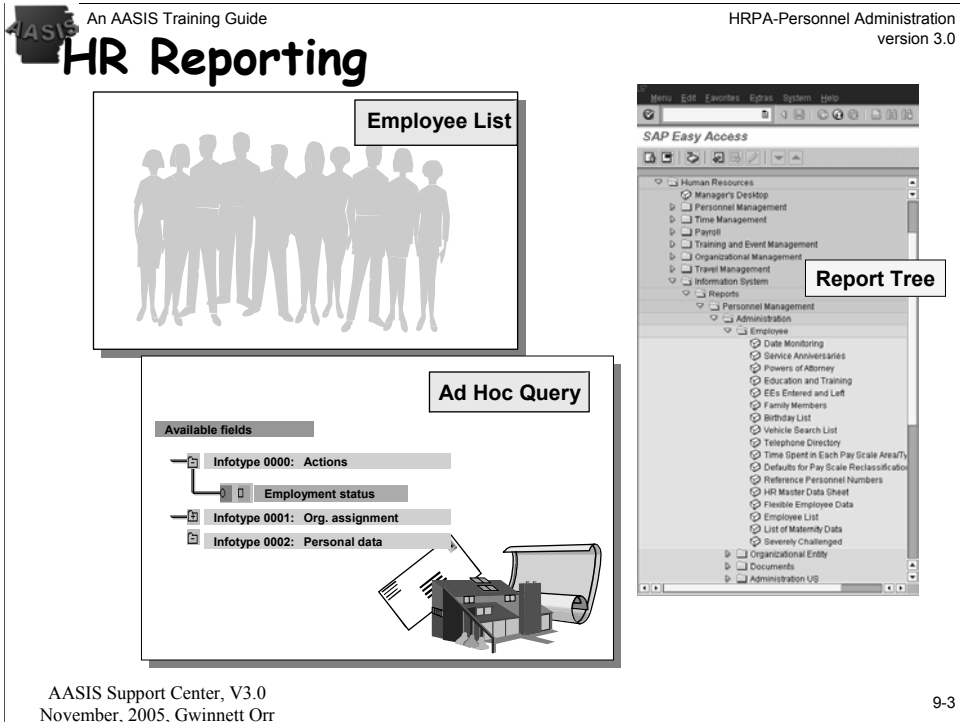
### **Execute Reports**



## Execute Reports Objectives

By the end of this chapter, you will be able to:

- View reports used in personnel administration



There are various Personnel Administration reports that can be run from the AASIS HR module. Some reports can be downloaded into Microsoft Word or Excel and used to generate labels, envelopes, etc.

AASIS offers several Personnel Administration reporting functions which include:

- InfoSet Query/ Ad Hoc Query

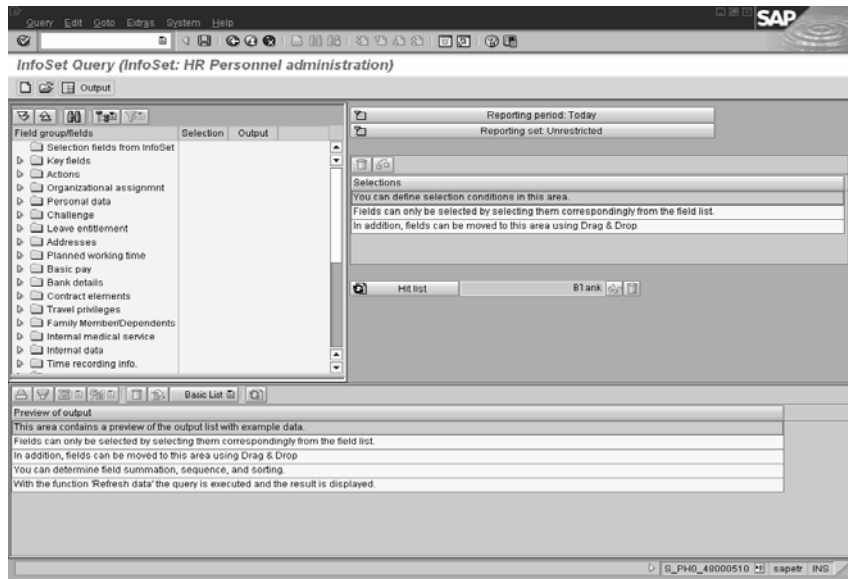
- Flexible Employee Data

- Employee List

- Other Reports found in the Report Tree



# Report Search Criteria - Ad Hoc



AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-4

## What is an Ad Hoc Query?

The HR Ad Hoc Query is a reporting tool that lets you request reports on Human Resource data simply and efficiently. To further simplify the reporting process, AASIS enables you to transfer your report to Excel.



# Report Search Criteria - Ad Hoc

Query Edit Goto Extras System Help

InfoSet Query (InfoSet: HR Personnel administration)

Output

Selection Criteria

Field group/fields	Selection	Output
Second name	<input type="checkbox"/>	<input type="checkbox"/>
Last name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name connection	<input type="checkbox"/>	<input type="checkbox"/>
Name at birth	<input type="checkbox"/>	<input type="checkbox"/>
Title	<input type="checkbox"/>	<input type="checkbox"/>
Second nationality	<input type="checkbox"/>	<input type="checkbox"/>
Third nationality	<input type="checkbox"/>	<input type="checkbox"/>

Reporting period: Today 10/26/2004

Reporting set: Unrestricted

Field name	Option	Value
Last name		
First name		

Basic List

Preview of output

This area contains a preview of the output list with example data.

Fields can only be selected by selecting them correspondingly from the field list.

In addition, fields can be moved to this area using Drag & Drop

You can determine field summation, sequence, and sorting.

With the function 'Refresh data' the query is executed and the result is displayed.

S\_PH0\_48000510 sapetr INS

AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-5

## Ad Hoc Query (continued)

Ad Hoc Query has two parts to it which are the selection criteria and the output options.

The **selection criteria** depends on the restrictions specified in the initial screen, which is reflected above. Each report produces a list based on the data selected.



# Report Search Criteria - Ad Hoc

Query Edit Goto Extras System Help

InfoSet Query (InfoSet: HR Personnel administration)

Field group/fields

Selection Output

Key fields

Personnel number

Actions

Date of last change

Valid from date

Reason for action

Action type

Customer-specific status

Employment status

Special payment status

Reporting period

Today 10/26/2004

Reporting set: Unrestricted

Field name

Last name

First name

Basic List

Object name

Object name12

Object name15

Object name13

Object name9

Object name10

Object name5

S\_PHO\_48000510 sapetr INS

AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

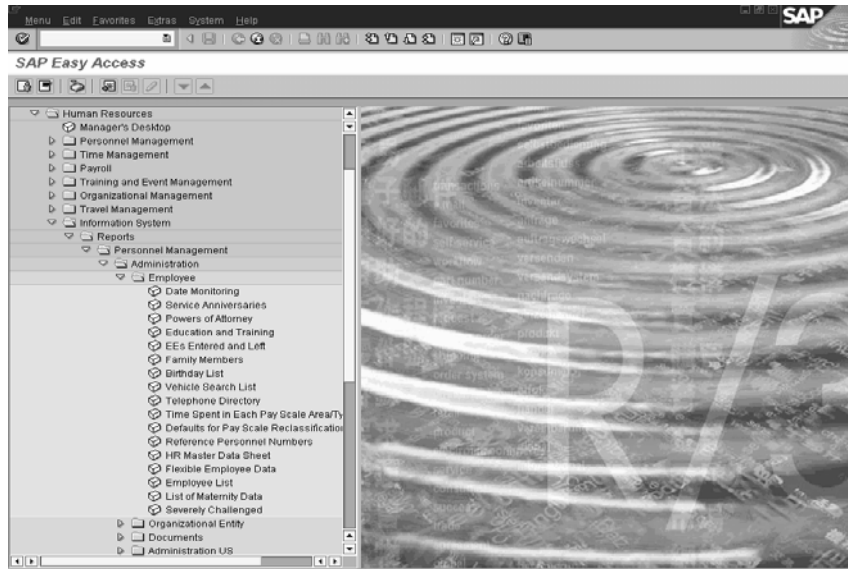
9-6

## Ad Hoc Query (continued)

The output option allows you to determine the employee master data that will be displayed in the report.



# Report Tree



AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-7

## Report Tree

The report tree organizes the reports available in the Personnel Administration infosystem in a structured format.

There can be different report trees for different areas, (personnel management, time management, etc.). The nodes of each report tree can offer different reports.



## Demonstration

### Run Ad Hoc Query

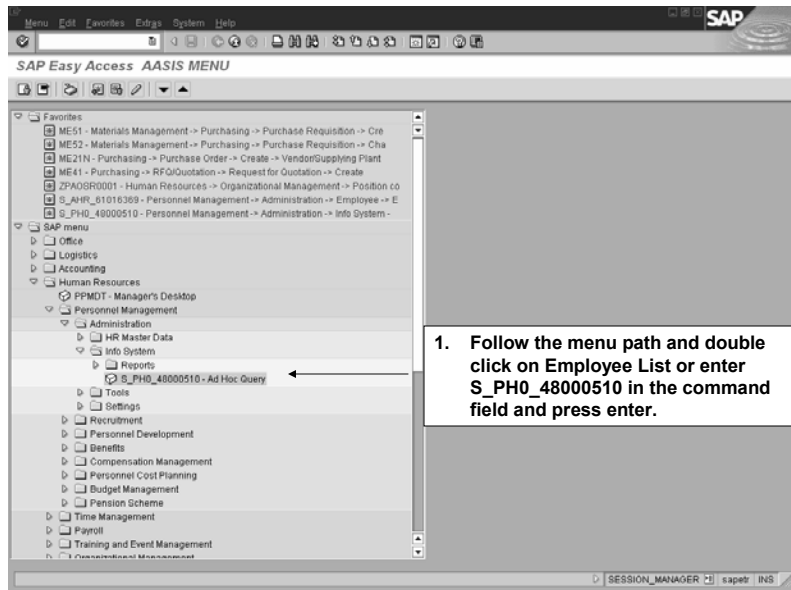
Human Resources > Personnel Management >  
Administration > Info System > Reporting Tools >  
Ad Hoc Query  
Transaction Code: S\_PH0\_48000510



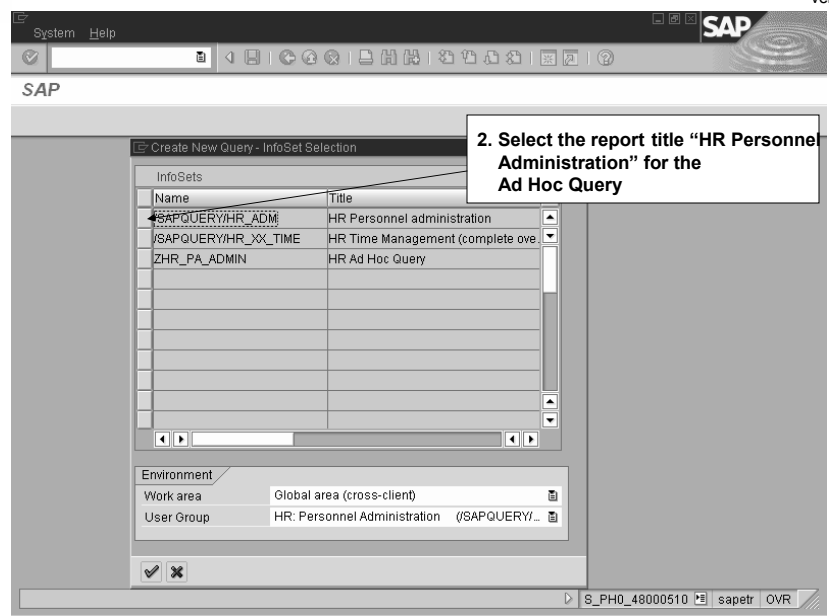
**Note:** The only roles that have authorization to generate this report are State/CLJ/Agency Personnel Management, State/CLJ/Agency Personnel Administration and CLJ/Agency Personnel Specialist.

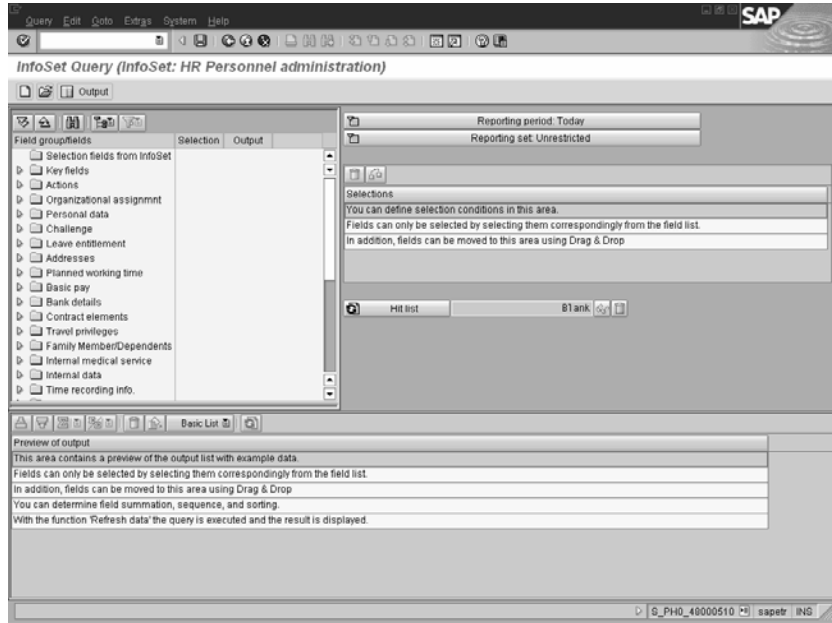
This report will display employee master data that is stored in the system. Therefore, accuracy in keying data in AASIS is a must.

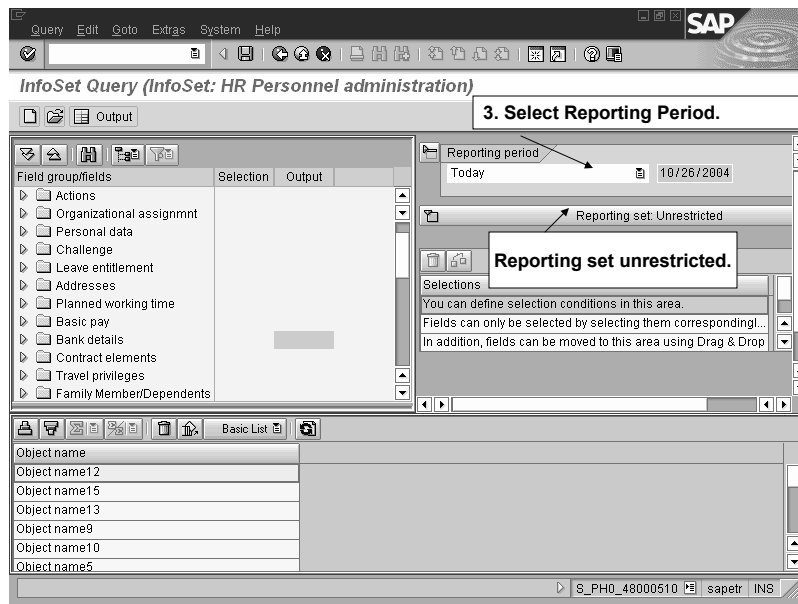




AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr





AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-12

The upper left window allows the user to choose selection criteria, as well as the data that will be displayed. Each arrow points to infotypes and related fields that are available in Personnel Administration (e.g. Actions, (IT0000), Organizational Assignment, (IT0001)).

In the right window, select reporting period from the drop down list. Reporting set unrestricted.



Query Edit Goto Extras System Help

InfoSet Query (InfoSet: HR Personnel administration)

Reporting period: Today

Field group/fields

Selection

Field name

Option

Value

4. Click in the box under Selection for Action Type.

5. Click on the radio button to enter the Action type you want the system to search for.

Preview of output

This area contains a preview of the output list with example data.

Fields can only be selected by selecting them correspondingly from the field list.

In addition, fields can be moved to this area using Drag & Drop

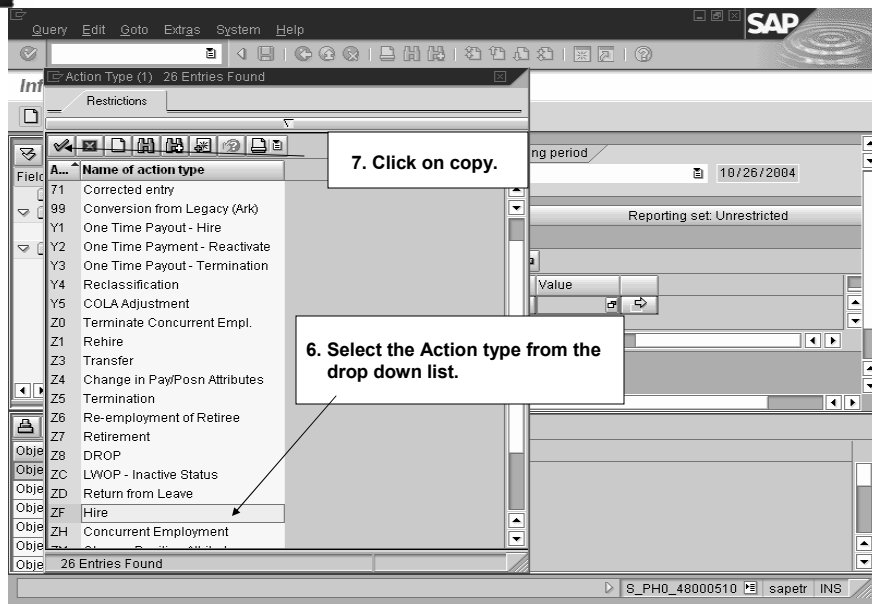
You can determine field summation, sequence, and sorting.

With the function 'Refresh data' the query is executed and the result is displayed.

PAAH sapetr OVR

In the above example we want the selection criteria to be Personnel Actions. Select the Actions field group, then click in the box under 'Selection' for Action type.

In the window on the right, under Field Name, Action type will appear. You will need to select the value by using the drop down list.



In this example we will use the Hire action, value ZF.



Personnel...	Name of reason for action	Name of action type
00000003	Personnel subarea change	Re-employment of Retiree
00000014	Regular to temporary	Termination
00000010	Change employee subgroup	One Time Payout - Hire
00000008	Organization unit change	One Time Payout - Termination

AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-15

We also want to display the Action type, employee personnel number, as well as the reason for the Personnel Action.

Under Field Group/fields open the Field Group 'Key field' and click in the Output box for the personnel number. Next, under the Action field group, click the Output box for 'Action Type' and 'Reason for action'.



Query Edit Goto Extras System Help

InfoSet Query (InfoSet: HR Personnel administration)

Output

Field group/fields Selection Output

Selection fields from InfoSet

Key fields

Actions

Organizational assignment

Payroll area

Work contract

Personnel subarea

Company code

Formatted name of employee

Funds center

Fund

Business area

Legal person

Controlling area

Cost center

Reporting period: Today

Reporting set: Unrestricted

Field name Option Value

Action type ZF

Blank

Basic List

Personn...	Name of reason for action	Name of action type
00000003	Personnel subarea change	Re-employment of Retiree
00000044	Personnel subarea change	Termination

PAAH sapetr OVR

AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-16

We want the selection to be by Personnel Area.  
Under Field group, open Organizational Assignment,  
find the personnel area field and click in the selection  
box.

Note: It is important to limit your search by using  
personnel area, personnel subarea or business area.





Query Edit Goto Extras System Help

**InfoSet Query (InfoSet: HR Personnel administration)**

Output

Field group/fields	Selection	Output
Payroll administrator	<input type="checkbox"/>	<input type="checkbox"/>
Administrator for HR mas	<input type="checkbox"/>	<input type="checkbox"/>
Administrator for time rec	<input type="checkbox"/>	<input type="checkbox"/>
Administrator group	<input type="checkbox"/>	<input type="checkbox"/>
Employee's name (sortat	<input type="checkbox"/>	<input type="checkbox"/>
Job	<input type="checkbox"/>	<input type="checkbox"/>
Organizational key	<input type="checkbox"/>	<input type="checkbox"/>
Personnel area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name of superior (organi	<input type="checkbox"/>	<input type="checkbox"/>
Personal data	2	<input type="checkbox"/>
Name prefix key	<input type="checkbox"/>	<input type="checkbox"/>

Reporting period: Today 10/26/2004

Reporting set: Unrestricted

Field name	Option	Value
Action type	ZF	
Personnel area		

Basic List

Object name	Name of reason for action
Object name12	Re-entry temporary suspension
Object name15	Cost center change
Object name13	Demotion
Object name9	Temporary to regular
Object name10	Organization unit change
Object name5	Department reorganisation

S\_PH0\_48000510 sapetr INS

AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr



Query Edit Goto Extras System Help

**InfoSet Query (InfoSet: HR Personnel administration)**

Output

Field group/fields	Selection	Output
Payroll administrator	<input type="checkbox"/>	<input type="checkbox"/>
Administrator for HR mas	<input type="checkbox"/>	<input type="checkbox"/>
Administrator for time rec	<input type="checkbox"/>	<input type="checkbox"/>
Administrator group	<input type="checkbox"/>	<input type="checkbox"/>
Employee's name (sortat	<input type="checkbox"/>	<input type="checkbox"/>
Job	<input type="checkbox"/>	<input type="checkbox"/>
Organizational key	<input type="checkbox"/>	<input type="checkbox"/>
Personnel area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name of superior (organi	<input type="checkbox"/>	<input type="checkbox"/>
Personal data	<input type="checkbox"/>	<input type="checkbox"/>
Name prefix key	<input type="checkbox"/>	<input type="checkbox"/>

Reporting period: Today 10/26/2004

Reporting set: Unrestricted

Field name	Option	Value
Personnel area		fa01

**9. Enter the Personnel area(s) you want the system to search for.**

Basic List

Object name	Name of reason for action
Object name12	Re-entry temporary suspension
Object name15	Cost center change
Object name13	Demotion
Object name9	Temporary to regular
Object name10	Organization unit change
Object name5	Department reorganisation

S\_PH0\_48000510 sapetr INS



Query Edit Goto Extras System Help

InfoSet Query (InfoSet: HR Personnel administration)

Output

Field group/fields Selection Output

Position	<input type="checkbox"/>	<input type="checkbox"/>
Payroll administrator	<input type="checkbox"/>	<input type="checkbox"/>
Administrator for HR mas	<input type="checkbox"/>	<input type="checkbox"/>
Administrator for time rec	<input type="checkbox"/>	<input type="checkbox"/>
Administrator group	<input type="checkbox"/>	<input type="checkbox"/>
Employee's name (sortable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job	<input type="checkbox"/>	<input type="checkbox"/>
Organizational key	<input type="checkbox"/>	<input type="checkbox"/>
Personnel area	<input type="checkbox"/>	<input type="checkbox"/>
Name of superior (organi	<input type="checkbox"/>	<input type="checkbox"/>
Personal data	<input type="checkbox"/>	<input type="checkbox"/>
Challenge	<input type="checkbox"/>	<input type="checkbox"/>
Leave entitlement	<input type="checkbox"/>	<input type="checkbox"/>

Reporting period: Today  
Reporting set: Unrestricted

Field name	Option	Value
Action type	ZF	

10. Employee's name under Organizational assignment field group.

Personn...	Name of reason for action	Name of action type	Last name First name
00000003	Personnel subarea change	Re-employment of Retiree	Last name First name3
00000014	Regular to temporary	Termination	Last name First name5
00000010	Change employee subgroup	One Time Payout - Hire	Last name First name7
00000008	Organization unit change	One Time Payout - Termination	Last name First name8

Basic List

PAAH sapetr OVR

To display the employee's name select the Organizational Assignment field group, then click the Output box for the Employee's Name (sortable by last name).



InfoSet Query (InfoSet: HR Personnel administration)

Output

Field group/fields

Selection Output

Selection fields from InfoSet

Key fields

Personnel number

Actions

Date of last change

Valid from date

Reason for action

Action type

Customer-specific status

Employment status

Special payment status

Reporting period

Today

10/27/2004

Reporting set: Unrestricted

Option Value

10/01/2004

11. Choose Valid from under field groups.

Basic List

From	Personnel...	Personnel Area Text	Name of action type	Last name
06/04/2004	00000009	DAH - Old State House	Incorrect entry	Last name12
05/23/2004	00000003	Board of Architects	One Time Payout - Termination	Last name9
04/29/2004	00000001	Arkansas Athletic Commission	One Time Payment - Reactivate	Last name14
07/14/2004	00000001	Appraiser Licensing-Certificat	Rehire	Last name5

S\_PH0\_48000510 sapetr INS

It is important to remember that the accuracy of the data relies on the date selection. When reporting on personnel actions your reporting period (right window) must match the validity date of the action. Under the Field group 'Actions', find the 'Valid from date' field and click on the Selection and Output box. 'Valid from date' will appear in the window on the right.



Query Edit Goto Extras System Help

**InfoSet Query (InfoSet: HR Personnel administration)**

Output

Field group/fields

	Selection	Output
Selection fields from InfoSet		
Key fields	1	1
Personnel number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actions		
Organizational assignment	1	1
Payroll area	<input type="checkbox"/>	<input type="checkbox"/>
Work contract	<input type="checkbox"/>	<input type="checkbox"/>
Personnel subarea	<input type="checkbox"/>	<input type="checkbox"/>
Company code	<input type="checkbox"/>	<input type="checkbox"/>
Formatted name of employee	<input type="checkbox"/>	<input type="checkbox"/>
Funds center	<input type="checkbox"/>	<input type="checkbox"/>

Reporting period: Today 10/27/2004

Reporting set: Unrestricted

Option Value

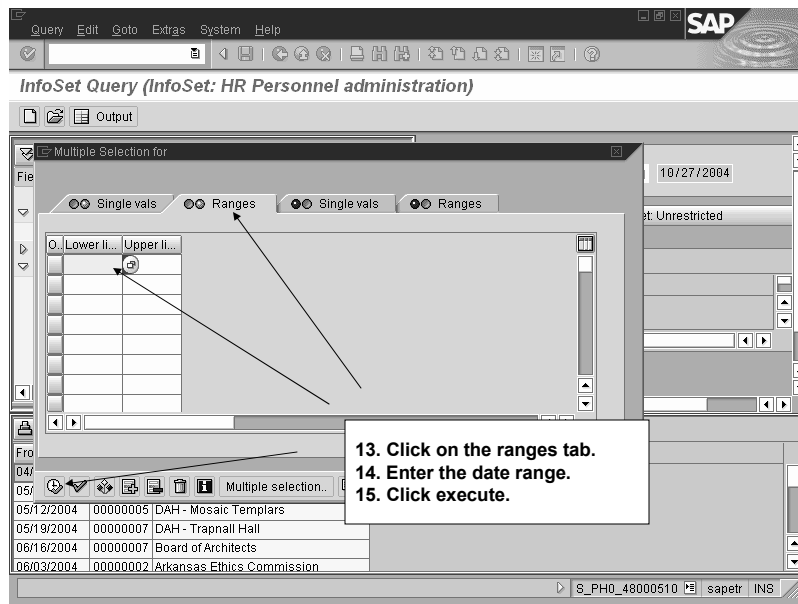
fa01

**12. On 'Value from date', click the yellow arrow for multiple selections.**

Basic List

From	Personnel...	Personnel Area Text
04/13/2004	00000015	Board of Accountancy
05/24/2004	00000014	Auditor of State
05/12/2004	00000005	DAH - Mosaic Templars
05/19/2004	00000007	DAH - Trapnall Hall
06/16/2004	00000007	Board of Architects
06/03/2004	00000002	Arkansas Ethics Commission

S\_PH0\_48000510 sapetr INS



**Note:** Go to the ranges tab. In range of values enter the period for the search (i.e. 10/01/04 to 10/31/04).



Field group/fields	Selection	Output
<input checked="" type="checkbox"/> Date of last change	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Valid from date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Reason for action	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Action type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Customer-specific status	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Employment status	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Special payment status	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Leaving date	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Entry date	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Length of service (in days)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Length of service (in months)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Length of service (in years)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Organizational assignment	<input type="checkbox"/>	<input type="checkbox"/>

Field name	Option	Value
Action type	ZF	
Valid from date	10/01/2004	
Personnel area		

Personnel...	Name of reason for action	Name of action type	Last name First name	From
00000003	Personnel subarea change	Re-employment of Retiree	Last name First name3	08/18/200
00000004	Personnel subarea change	Re-employment of Retiree	Last name First name5	08/18/200

Under the Reporting period section, select other period from the drop-down list and enter the same period used for Valid from (i.e.10/01/04 to 10/31/04).



Query Edit Goto Extras System Help

InfoSet Query (InfoSet: HR Personnel administration)

Output

Field group/fields	Selection	Output
Selection fields from InfoSet		
Key fields		1
Personnel number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Actions		1
Date of last change	<input type="checkbox"/>	<input type="checkbox"/>
Valid from date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reason for action	<input type="checkbox"/>	<input type="checkbox"/>
Action type	<input type="checkbox"/>	<input type="checkbox"/>
Customer-specific status	<input type="checkbox"/>	<input type="checkbox"/>
Employment status	<input type="checkbox"/>	<input type="checkbox"/>
Special payment status	<input type="checkbox"/>	<input type="checkbox"/>

Reporting period: Today  
Reporting set: Unrestricted

Selections  
You can define selection conditions in this area.  
Fields can only be selected by selecting them corresponding...  
In addition, fields can be moved to this area using Drag & Drop

Basic List

From	Object name
04/13/2004	Object name13
05/24/2004	Object name9
05/12/2004	Object name7
05/19/2004	Object name15
06/16/2004	Object name10
06/03/2004	Object name2

To change the output field to the value, right click on the object name.

S\_PH0\_48000510 sapetr INS





Query Edit Goto Extras System Help

**InfoSet Query (InfoSet: HR Personnel administration)**

Output

Field group/fields Selection Output

Selection fields from InfoSet

Key fields 1

Personnel

Actions

Optimize Width

Sort in ascend. order

Sort in descend order

Only value

**Only text**

Value and text

Delete field

Initialize formatting

Display field information

Color

Reporting period: Today

Reporting set: Unrestricted

Selections

You can define selection conditions in this area.

Fields can only be selected by selecting them correspondingl...

In addition, fields can be moved to this area using Drag & Drop

From Object name

04/13/2004	Object name13
05/24/2004	Object name9
05/12/2004	Object name7
05/19/2004	Object name15
06/16/2004	Object name10
06/03/2004	Object name2

S\_PH0\_48000510 sapetr INS

Choose "Only Value" from the drop down list.



Query Edit Goto Extras System Help

**InfoSet Query (InfoSet: HR Personnel administration)**

Output

Field group/fields	Selection	Output
Selection fields from InfoSet		
Key fields		1
Personnel number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Actions		
Date of last change	<input type="checkbox"/>	<input type="checkbox"/>
Valid from date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reason for action	<input type="checkbox"/>	<input type="checkbox"/>
Action type	<input type="checkbox"/>	<input type="checkbox"/>
Customer-specific status	<input type="checkbox"/>	<input type="checkbox"/>
Employment status	<input type="checkbox"/>	<input type="checkbox"/>
Special payment status	<input type="checkbox"/>	<input type="checkbox"/>

Reporting period: Today  
Reporting set: Unrestricted

Selections  
You can define selection conditions in this area.  
Fields can only be selected by selecting them correspondingl...  
In addition, fields can be moved to this area using Drag & Drop

Basic List

From	Personn...
04/13/2004	00000015
05/24/2004	00000014
05/12/2004	00000005
05/19/2004	00000007
06/16/2004	00000007
06/03/2004	00000002

The value will be displayed. In this example you can now see the personnel numbers.

S\_PH0\_48000510 sapetr INS



Query Edit Goto Extras System Help

**InfoSet Query (InfoSet: HR Personnel administration)**

Output

Field group/fields Selection Output

Language key	<input type="checkbox"/>	<input type="checkbox"/>
Title	<input type="checkbox"/>	<input type="checkbox"/>
Second title	<input type="checkbox"/>	<input type="checkbox"/>
First name (matchcode fi	<input type="checkbox"/>	<input type="checkbox"/>
First name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Second name prefix	<input type="checkbox"/>	<input type="checkbox"/>
Name affix	<input type="checkbox"/>	<input type="checkbox"/>
Counter field	<input type="checkbox"/>	<input type="checkbox"/>
Age of employee	<input type="checkbox"/>	<input type="checkbox"/>
Age of employee (not num	<input type="checkbox"/>	<input type="checkbox"/>
Day and month of date of	<input type="checkbox"/>	<input type="checkbox"/>

Reporting set: Unrestricted

Field name	Option	Value
Last name		
First name		

16. Click on Hit list.

Hit list 144 Persons

Basic List

Object name	Name of reason for action	Last name
Object name12	Re-entry temporary suspens	
Object name15	Cost center change	
Object name13	Demotion	Last name7
Object name9	Temporary to regular	Last name8
Object name10	Organization unit change	Last name10

Note: The number of hits will be reflected after clicking the Hit list.

S\_PH0\_48000510 sapetr INS



Query Edit Goto Extras System Help

**InfoSet Query (InfoSet: HR Personnel administration)**

Output

Field group/fields	Selection	Output
Language key	<input type="checkbox"/>	<input type="checkbox"/>
Title	<input type="checkbox"/>	<input type="checkbox"/>
Second title	<input type="checkbox"/>	<input type="checkbox"/>
First name (matchcode fi	<input type="checkbox"/>	<input type="checkbox"/>
First name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Second name prefix	<input type="checkbox"/>	<input type="checkbox"/>
Name affix	<input type="checkbox"/>	<input type="checkbox"/>
Counter field	<input type="checkbox"/>	<input type="checkbox"/>
Age of employee	<input type="checkbox"/>	<input type="checkbox"/>
Age of employee (not num	<input type="checkbox"/>	<input type="checkbox"/>
Day and month of date of	<input type="checkbox"/>	<input type="checkbox"/>

Reporting period: Today 10/26/2004

Reporting set: Unrestricted

Field name	Option	Value
First name		
Personnel number		

17. Click on the drop-down.

Basic List	
Last name	First name
Last name3	First name12
Last name5	First name8
Last name7	First name3
Last name8	First name8
Last name10	First name8

S\_PH0\_48000510 sapetr INS



Query Edit Goto Extras System Help

**InfoSet Query (InfoSet: HR Personnel administration)**

Output

**19. Click Output.**

Field group/fields

Field group/fields	Selection	Output
Language key	<input type="checkbox"/>	<input type="checkbox"/>
Title	<input type="checkbox"/>	<input type="checkbox"/>
Second title	<input type="checkbox"/>	<input type="checkbox"/>
First name (matchcode fi	<input type="checkbox"/>	<input type="checkbox"/>
First name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Second name prefix	<input type="checkbox"/>	<input type="checkbox"/>
Name affix	<input type="checkbox"/>	<input type="checkbox"/>
Counter field	<input type="checkbox"/>	<input type="checkbox"/>
Age of employee	<input type="checkbox"/>	<input type="checkbox"/>
Age of employee (not num	<input type="checkbox"/>	<input type="checkbox"/>
Day and month of date of	<input type="checkbox"/>	<input type="checkbox"/>

**18. Select the format of the report.**

Reporting period: Today 10/26/2004

Reporting set: Unrestricted

Field name	Option	Value
First name		
Personnel number		

Basic List

Object name	Basic List	of reason for action	Last name
Object name12	Statistics	try temporary suspension	Last name3
Object name15	Ranked list	enter change	Last name5
Object name13		tion	Last name7
Object name9		Temporary to regular	Last name8
Object name10		Organization unit change	Last name10

S\_PH0\_48000510 sapetr INS



SAP Query 10/26/2004/10:53:55 GLORR

20. To send this report to Excel first click on print preview.

Object name	Name of reason for action	Last name	First name
Wanda Young	New Hire		
Vickie Wyatt	New Hire	Wyatt	Vickie
Terri Wilkerson	New Hire	Wilkerson	Terri
Harriet Hendrix	New Hire	Hendrix	Harriet
Teresa Whitaker	New Hire	Whitaker	Teresa
Susan Wainwright	New Hire	Wainwright	Susan
Gordon Hays	New Hire	Hays	Gordon
Susan Vollman	New Hire	Vollman	Susan
Susan Vinson	New Hire	Vinson	Susan
Shirley Venable	New Hire	Venable	Shirley
Scott Tyler	New Hire	Tyler	Scott
Sarah Triplett	New Hire	Triplett	Sarah
Sara Treat	New Hire	Treat	Sara
Valerian Wright	New Hire	Wright	Valerian
Tracy Wilson	New Hire	Wilson	Tracy
Thomas Willoughby	New Hire	Willoughby	Thomas
Thomas Williams	New Hire	Williams	Thomas
Ted Webb	New Hire	Webb	Ted
Tammie Webb	New Hire	Webb	Tammie

S\_PH0\_48000510 sapetr INS

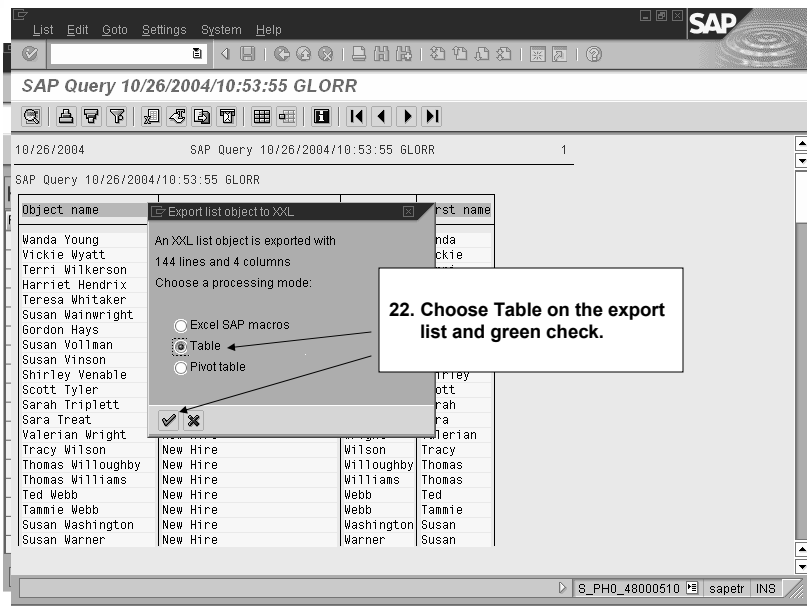


SAP Query 10/26/2004/10:53:55 GLORR

21. Click on Excel spreadsheet icon.

Object name	Name of reason for action	Last name	First name
Wanda Young	New Hire	Young	Wanda
Vickie Wyatt	New Hire	Wyatt	Vickie
Terri Wilkerson	New Hire	Wilkerson	Terri
Harriet Hendrix	New Hire	Hendrix	Harriet
Teresa Whitaker	New Hire	Whitaker	Teresa
Susan Wainwright	New Hire	Wainwright	Susan
Gordon Hays	New Hire	Hays	Gordon
Susan Vollman	New Hire	Vollman	Susan
Susan Vinson	New Hire	Vinson	Susan
Shirley Venable	New Hire	Venable	Shirley
Scott Tyler	New Hire	Tyler	Scott
Sarah Triplett	New Hire	Triplett	Sarah
Sara Treat	New Hire	Treat	Sara
Valerian Wright	New Hire	Wright	Valerian
Tracy Wilson	New Hire	Wilson	Tracy
Thomas Willoughby	New Hire	Willoughby	Thomas
Thomas Williams	New Hire	Williams	Thomas
Ted Webb	New Hire	Webb	Ted
Tammie Webb	New Hire	Webb	Tammie
Susan Washington	New Hire	Washington	Susan
Susan Warner	New Hire	Warner	Susan

S\_PH0\_48000510 sapetr INS







SAP Query 10/26/2004/10:53:55 GLORR

10/26/2004 SAP Query 10/26/2004/10:53:55 GLORR 1

SAP Query 10/26/2004/10:53:55 GLORR

Object name	Last name	First name
Wanda Young	Young	Wanda
Vickie Wyatt	Wyatt	Vickie
Terri Wilkerson		
Harriet Hendrix		
Teresa Whitaker		
Susan Wainwright		
Gordon Hays		
Susan Vollman		
Susan Vinson		
Shirley Venable	Venable	Shirley
Scott Tyler	Tyler	Scott
Sarah Triplett	Triplett	Sarah
Sara Treat	Treat	Sara
Valerian Wright	Wright	Valerian
Tracy Wilson	Wilson	Tracy
Thomas Willoughby	Willoughby	Thomas
Thomas Williams	Williams	Thomas
Ted Webb	Webb	Ted
Tammie Webb	Webb	Tammie
Susan Washington	Washington	Susan
Susan Warner	Warner	Susan

Export list object to XML

Microsoft Excel

23. Click the green check to continue.

S\_PH0\_48000510 sapetr INS



Microsoft Excel

Worksheet in Basis (1)

Object name	Name of reason for action	Last name	First name
Wanda Young	New Hire	Young	Wanda
Vickie Wyatt	New Hire	Wyatt	Vickie
Terri Wilkerson	New Hire	Wilkerson	Terri
Harriet Hendrix	New Hire	Hendrix	Harriet
Teresa Whitaker	New Hire	Whitaker	Teresa
Susan Wainwright	New Hire	Wainwright	Susan
Gordon Hays	New Hire	Hays	Gordon
Susan Vollman	New Hire	Vollman	Susan
Susan Vinson	New Hire	Vinson	Susan
Shirley Venable	New Hire	Venable	Shirley
Scott Tyler	New Hire	Tyler	Scott
Sarah Triplett	New Hire	Triplett	Sarah
Sara Treat	New Hire	Treat	Sara
Valerian Wright	New Hire	Wright	Valerian
Tracy Wilson	New Hire	Wilson	Tracy
Thomas Willoughby	New Hire	Willoughby	Thomas
Thomas Williams	New Hire	Williams	Thomas
Ted Webb	New Hire	Webb	Ted
Tammie Webb	New Hire	Webb	Tammie

Note: You may want to save this report in Excel, so you can create your own variation of this report.



## Demonstration

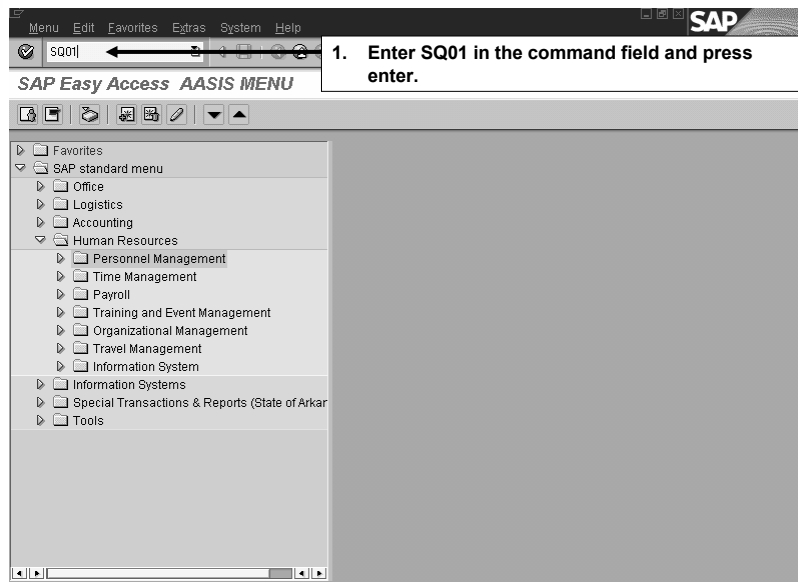
### Run A Career Service Report For The Next Month

Transaction Code: SQ01



**Note:** The only roles that have authorization to generate this report are State/CLJ/Agency Personnel Administration, State/CLJ/Agency Personnel Management and State Org & Comp Specialist. The report will only reflect employees that have been employed by the state for 10 years or more.

This report should be provided to the person with the role of Payroll Systems Management, so they can process the career service bonus.





**2. Click Environment on the Menu bar; then select Query areas.**

Query from User Group /SAPQUERY/H2: HR: Personnel Administration

Name	Title	Funct. area	Logical database	Table/View/J
AUTHORIZATIONS	Powers of attorney	/SAPQUERY/HR_ADM_PNP		
BANK_DETAILS	Bank details (Q)	/SAPQUERY/HR_ADM_PNP		
BIRTHDAYLIST	Birthday list	/SAPQUERY/HR_ADM_PNP		
CAR_SEARCH	Vehicle search list	/SAPQUERY/HR_ADM_PNP		
EDUCATION	Education and training	/SAPQUERY/HR_ADM_PNP		
FAMILY_MEMBERS	Family members	/SAPQUERY/HR_ADM_PNP		
FLUCTUATIONS	Entries and leavings	/SAPQUERY/HR_ADM_PNP		
GENDER_PER_AGE	Statistics: gender sorted by age	/SAPQUERY/HR_ADM_PNP		
GEND_P_SENIOR	Statistics: gender sorted by seniority	/SAPQUERY/HR_ADM_PNP		
HEADCOUNT	Headcount (active employees) per organizational unit	/SAPQUERY/HR_ADM_PNP		
JUBILEE_LIST	Service Anniversaries	/SAPQUERY/HR_ADM_PNP		
NATIONALITY	Statistics: Nationalities	/SAPQUERY/HR_ADM_PNP		



Query from User Group /SAPQUERY/H2: Initial Screen

Query area: Global area (cross-client)

Query: Standard area (client-specific) | Global area (cross-client) ← **3. Select Global area.**

Queries: ☒ Choose **4. Click Choose.**

Name		Funct. area	Logical database	Table/View/J
AUTHORIZATION		/SAPQUERY/HR_ADM_PNP		
BANK_DETAILS	Bank details (Q)	/SAPQUERY/HR_ADM_PNP		
BIRTHDAYLIST	Birthday list	/SAPQUERY/HR_ADM_PNP		
CAR_SEARCH	Vehicle search list	/SAPQUERY/HR_ADM_PNP		
EDUCATION	Education and training	/SAPQUERY/HR_ADM_PNP		
FAMILY_MEMBERS	Family members	/SAPQUERY/HR_ADM_PNP		
FLUCTUATIONS	Entries and leavings	/SAPQUERY/HR_ADM_PNP		
GENDER_PER_AGE	Statistics: gender sorted by age	/SAPQUERY/HR_ADM_PNP		
GEND_P_SENIOR	Statistics: gender sorted by seniority	/SAPQUERY/HR_ADM_PNP		
HEADCOUNT	Headcount (active employees) per organizational unit	/SAPQUERY/HR_ADM_PNP		
JUBILEE_LIST	Service Anniversaries	/SAPQUERY/HR_ADM_PNP		
NATIONALITY	Statistics: Nationalities	/SAPQUERY/HR_ADM_PNP		



Query Edit Goto Extras Settings Environment System Help

**Query from User Group /SAPQUERY/H2: Initial Screen**

Other user group Shift+F7  
Personal area (cross-client)

**5. Click Other user group.**

query Change Create

Quick Viewer Execute Display Description

Queries of user group /SAPQUERY/H2: HR: Personnel Administration

Name	Title	Funct. area	Logical database	Table/View/Jrnl
AUTHORIZATIONS	Powers of attorney	/SAPQUERY/HR_ADM_PNP		
BANK_DETAILS	Bank details (Q)	/SAPQUERY/HR_ADM_PNP		
BIRTHDAYLIST	Birthday list	/SAPQUERY/HR_ADM_PNP		
CAR_SEARCH	Vehicle search list	/SAPQUERY/HR_ADM_PNP		
EDUCATION	Education and training	/SAPQUERY/HR_ADM_PNP		
FAMILY_MEMBERS	Family members	/SAPQUERY/HR_ADM_PNP		
FLUCTUATIONS	Entries and leavings	/SAPQUERY/HR_ADM_PNP		
GENDER_PER_AGE	Statistics: gender sorted by age	/SAPQUERY/HR_ADM_PNP		
GEND_P_SENIOR	Statistics: gender sorted by seniority	/SAPQUERY/HR_ADM_PNP		
HEADCOUNT	Headcount (active employees) per organizational unit	/SAPQUERY/HR_ADM_PNP		
JUBILEE_LIST	Service Anniversaries	/SAPQUERY/HR_ADM_PNP		
NATIONALITY	Statistics: Nationalities	/SAPQUERY/HR_ADM_PNP		



Query from User Group /SAPQUERY/H2: Initial Screen

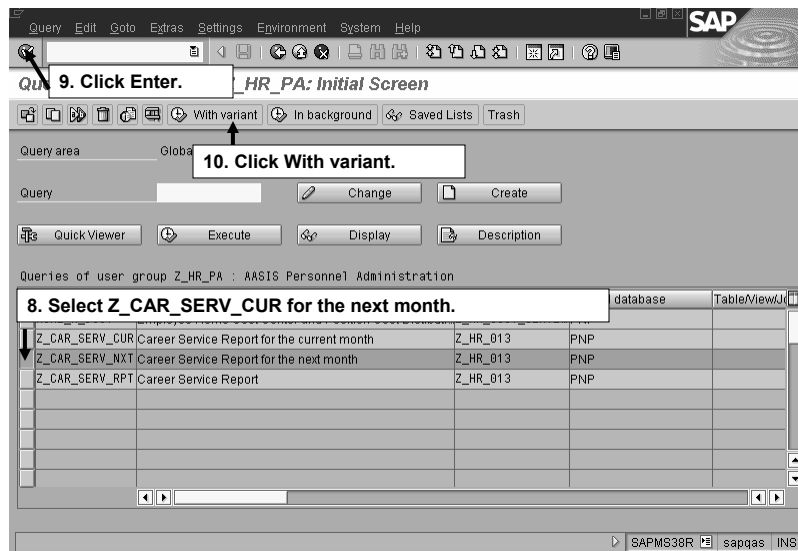
Query area: User Groups

Query	Name	User group name
	/SAPQUERY/IW	Reserved for HR
	/SAPQUERY/IV	Reserved for HR
	/SAPQUERY/IX	Reserved for HR
	/SAPQUERY/IY	Reserved for HR
	/SAPQUERY/IZ	Reserved for HR
	/SAPQUERY/L2	HR LDAP Extraction 46B
	/SAPQUERY/MB	Materials Management Inv. Mgmt
	/SAPQUERY/ME	Ma
	/SAPQUERY/U1	PC
	/SAPQUERY/U2	PCC HR : RECRUITERS
	/SAPQUERY/U3	PCC HR : Personnel
	/SAPQUERY/U4	PCC HR : Payroll
	/SAPQUERY/XX	Queries for Brazil
	/SAPQUERY/XY	Queries (Chile)
	FAMILY_	BC_KUNDE
	FLUCTUA	BT
	GENDER_I	HR_DE
	GENDER_P	MIR0
	HEADCOU	TESTQUERY
	JUBILEE	TESTT100
	NATIONAL	WAQ_46B_PersTimeEval_HR
	Z_HR_OM	AASIS Org management
	Z_HR_PA	AASIS Personnel Administration

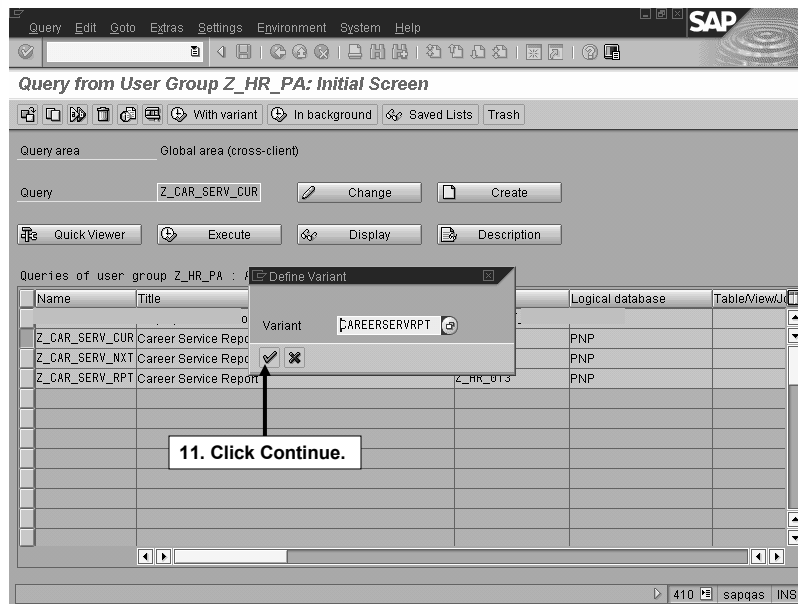
6. Scroll down to the bottom of the list and click on HR\_PA.

7. Select Choose





Note: If you need current month information, select Z\_CAR\_SERV\_CUR for the current month.





Program Edit Goto System Help

Career Service Report for the current month

Selection

Personnel number	
Employment status	0
Personnel area	
Personnel subarea	
Employee group	
Employee subgroup	
Business area	

12. Enter the Personnel area.

NOTE: MAKE SURE THE PERSONNEL NUMBER FIELD IS BLANK AND DO NOT CHANGE ANY OF THE DEFAULT VALUES UNDER THIS SECTION.

Program selections

Years of Service per Career	10
Date for date type	
Date type	22
Business area	
Employment status	
End Date	
Start date	
Personnel Number	

SQ01 sapetr OVR

Note: It is necessary, to limit your search by personnel area, business area, etc. Otherwise, your search will run on all participating AASIS agencies.



Program Edit Goto System Help

✓ [Icons] SAP

**Career Service Report for the current month**

Further selections Search helps Org. structure

**Period**

☒ Today ☐ Current month  
☐ Up to today ☐ From today  
☐ Other period

Data Selection Period [ ] To [ ]  
Person selection period [ ] To [ ]

**Selection**

Personnel number	[ ]	[ ]
Employment status	[ ]	0
Personnel area	[ ]	[ ]
Personnel subarea	[ ]	[ ]
Employee group	[ ]	[ ]
Employee subgroup	[ ]	[ ]
Business area	[ ]	[ ]

**Program selections**

Years of Service per Career [ ] 10 to [ ]

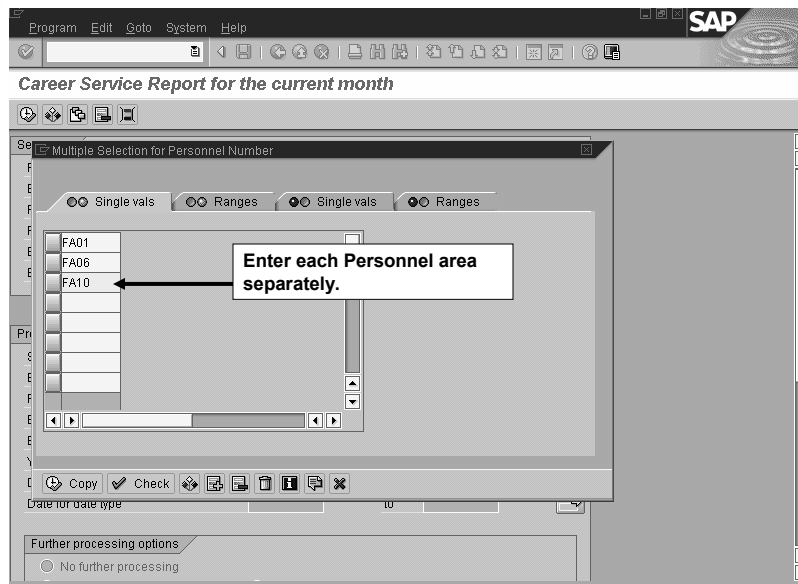
SQ01 sapetr OVR

**13. Leave the date as the Default selection. (Today)**

**NOTE: IF YOU ARE RUNNING THIS REPORT FOR MORE THAN ONE PERSONNEL AREA; CLICK THE ARROW NEXT TO THE PERSONNEL AREA FIELD.**

AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-44





Program Edit Goto System Help

**Career Service Report for the current month**

Multiple Selection for Personnel Number

Single vals Ranges Single vals Ranges

	FA01	To	FA10
		To	
		To	
		To	
		To	
		To	
		To	
		To	

Or enter a range of Personnel areas.

Copy Check

Date for date type to

Further processing options

☐ No further processing



Program Edit Goto System Help

Career Service Report for the current month

Data Selection Period To  
Person selection period To

Selection

Personnel number  
Employment status 0  
Personnel area fa\*\*  
Personnel subarea  
Employee group  
Employee subgroup  
Business area

Program selections

Years of Service per Career 10 to  
Date for date type to  
Date type Z2 to  
Business area to  
Employment status to  
End Date to

SQ01 sapetr OVR

14. If you want to choose all Personnel Areas within a Business Area, enter the first two letters followed by \*\*.



Program Edit Goto System Help

**SAP**

**Career Service Report for the next month**

**15. Click Execute.** Search helps Org. structure

**Period**

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period To To

Person selection period To To

**Selection**

Personnel number		to		
Employment status	0	to		
Personnel area		to		
Personnel subarea		to		
Employee group		to		
Employee subgroup		to		
Business area		to		

**Program selections**

Start date to End date

AQZZZ\_HR\_PA=====Z\_CAR\_SERV\_NXT sapqas INS





SAP

List Edit Goto Settings System Help

Career Service Report for the current month

Choose Save Print preview

Career Service Report for the current mo

PA	Pers.no.	SSN	Last name	First name	DT	Date type
FA04						
					Service Date	01/01/1974
					Service Date	01/03/1973
					Service Date	01/16/1973
					Service Date	01/10/1981

After the report is generated, you can print the report from this screen.

Or click Spreadsheet to transport to Excel.



List Edit Goto System Help

**Career Service Report for the next month**

List

PA	Pers.no.	SSN	Last name	First name	DT	Date type	Date	Yrs of Serv
Personnel area FA01								
FA01		42			Z2	Career Service Date	08/08/1976	26
FA01		42			Z2	Career Service Date	08/16/1972	30
FA01		43			Z2	Career Service Date	08/14/1972	30
FA01		42			Z2	Career Service Date	08/20/1977	25
FA01		43			Z2	Career Service Date	08/18/1980	22
FA01		43			Z2	Career Service Date	08/16/1984	18
FA01		43			Z2	Career Service Date	08/16/1969	33
FA01		43			Z2	Career Service Date	08/16/1967	35
FA01		43			Z2	Career Service Date	08/07/1991	11
Personnel area FA02								
FA02		43			Z2	Career Service Date	08/16/1992	10
FA02		42			Z2	Career Service Date	08/21/1972	30
FA02		43			Z2	Career Service Date	08/24/1987	15
Personnel area FA03								

Export list object to XSL

An XSL list object is exported with 21 lines and 8 columns

Please choose a processing mode:

- ☐ Store in SAPOffice
- ☐ Store as PC file
- ☐ Excel SAP macros
- ☒ Excel display
- ☐ Excel pivot tab

Select Excel display.

Click Continue.

SAPMSSY0 sapqas INS



The screenshot shows a Microsoft Excel window titled 'Microsoft Excel' with a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. The spreadsheet is titled 'Book3' and contains the following data:

	A	B	C	D	E	F	G	H	I
1	PA	Pers.no.	SSN	Last name	First name	DT	Date type	Date	Yrs of Serv
2	FA01					ZZ	Career Service Date	08/08/1976	26
3	FA01					ZZ	Career Service Date	08/16/1972	30
4	FA01					ZZ	Career Service Date	08/14/1972	30
5	FA01					ZZ	Career Service Date	08/29/1977	25
6	FA01					ZZ	Career Service Date	08/18/1980	22
7	FA01					ZZ	Career Service Date	08/16/1984	18
8	FA01					ZZ	Career Service Date	08/16/1969	33
9	FA01					ZZ	Career Service Date	08/16/1967	35
10	FA01					ZZ	Career Service Date	08/07/1991	11
11	FA02					ZZ	Career Service Date	08/16/1992	10
12	FA02					ZZ	Career Service Date	08/21/1972	30
13	FA02					ZZ	Career Service Date	08/24/1987	15
14	FA03					ZZ	Career Service Date	08/05/1991	11
15	FA03					ZZ	Career Service Date	08/13/1981	21
16	FA04					ZZ	Career Service Date	08/06/1975	27
17	FA04					ZZ	Career Service Date	08/22/1976	26
18	FA04					ZZ	Career Service Date	08/01/1975	27
19	FA04					ZZ	Career Service Date	08/05/1984	18

The status bar at the bottom shows 'Ready' and 'NUM'.

Note: The report has been transported to an Excel spreadsheet. Save this report in Excel, if you want to use this information to create your own variation of the report.



## Demonstration

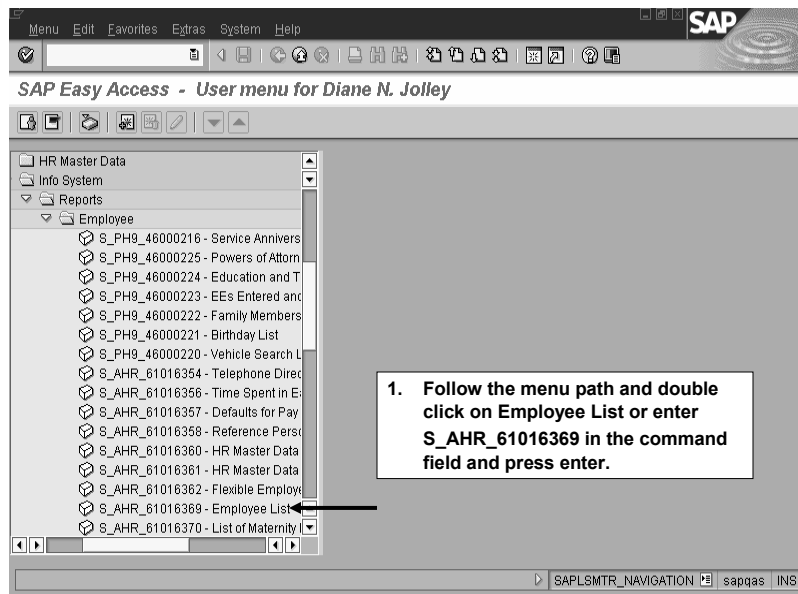
### Run Employee List Report

Human Resources > Personnel Management >  
Administration > Info System > Reports > Employee >  
Employee List

Transaction Code: S\_AHR\_61016369



**Note:** The only roles that have authorization to generate this report are State/CLJ/Agency Personnel Management and State/CLJ/Agency Personnel Administration.





Program Edit Goto System Help

**Employee List**

4. To add other selection options, click on Further selections.

Further selections Search helps Sort Org. structure

Period

☒ Today ☐ Current month ☐ Current year  
☐ Up to today ☐ From today  
☐ Other period To To  
Person selection period To To

2. Select the Period for the search.

Selection

Personnel number to  
Employment status 8 to  
Personnel area to  
Personnel subarea to  
Employee group to  
Employee subgroup to

3. Select criteria for the search. Such as personnel number or personnel area.

Report-specific selections

Lastname to  
Name at birth to  
First name to  
Nationality to

100 sapap04 INS

**Note:** It is necessary, to limit your search by personnel area, business area, etc. Otherwise, your search will run on all participating AASIS agencies.



Program Edit Goto System Help

**Employee List**

Further selections Search helps

Period

☒ Today ☐ Up to ☐ Other

Pers

Selection

Personnel

Employer

Personnel

Personnel

Employer

Employer

Report-sp

Last nar

Name al

First nar

National

**Choose Selection Fields**

Selection options

Action type

Customer-defined status

Special payment status

Company code

Organizational key

Business area

Legal person

Selection fields

Personnel number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Organizational unit

Position

Job

Selection: 6

100 sapap04 INS

**6. Click on Choose to transfer Selection options to Selection fields.**

**5. Select option(s). For this exercise, select Business area.**

**7. Click to continue.**



**9. Click Execute.**

**8. Enter the Business area.**





Employee List

After the report is generated, you can print the report from this screen.

Or to send to a spreadsheet click the print preview icon.

Employee List

Evaluation period: 09/01/2004 to 09/01/2004

Pers.no.	PersIDNo.	Name	Name at birth	Job title	Entry Date	Leaving date
00000005	012697792	Wanda Young		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000007	012735727	Vickie Wyatt		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000012	012925402	Terri Wilkerson		EXTRA HELP	08/18/2003	
00000013	112660787	Harriet Hendrix		DOCUMENT EXAMINER II	12/08/2003	
00000015	012963337	Teresa Whitaker		EXTRA HELP	08/18/2003	
00000018	013190947	Susan Wainwright		ACCOUNTANT	08/18/2003	
00000019	112660795	Gordon Hays		DOCUMENT EXAMINER II	12/08/2003	
00000020	013228882	Susan Vollman		DFA TAX RESEARCH ADMINISTRATOR	08/18/2003	
00000021	013266817	Susan Vinson		RESEARCH PROJECT ANALYST	08/18/2003	
00000024	013304752	Shirley Venable		DFA POLICY COORDINATOR	08/18/2003	
00000025	013342687	Scott Tyler		DFA FINANCIAL ADVISOR	08/18/2003	
00000028	013380622	Sarah Triplett		DFA DEP DIR REV MNGT SVCS/CMSNR	08/18/2003	
00000029	013418557	Sara Treat		DFA DIRECTOR	08/18/2003	
00000041	012773662	Valerian Wright		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000044	012811597	Tracy Wilson		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000046	012849532	Thomas Willoughby		SR BUDGET ANALYST/SPECIALIST	08/18/2003	

S\_AHR\_61016369 sapetr INS



Employee List

Evaluation period: 09/01/2004 to 09/30/2004  
Number of selected employees: 155

**10. Click the Spreadsheet icon to send to Excel.**

Pers.no.	PersIDNo.	Name			Entry Date	Leaving
00000005	012697792	Wanda Young		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000007	012735727	Vickie Wyatt		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000012	012925462	Terri Wilkerson		EXTRA HELP	08/18/2003	
00000013	112660787	Harriet Hendrix		DOCUMENT EXAMINER II	12/08/2003	
00000015	012963337	Teresa Whitaker		EXTRA HELP	08/18/2003	
00000018	013190947	Susan Wainwright		ACCOUNTANT	08/18/2003	
00000019	112660795	Gordon Hays		DOCUMENT EXAMINER II	12/08/2003	
00000020	013228882	Susan Vollman		DFA TAX RESEARCH ADMINISTRATOR	08/18/2003	
00000021	013266817	Susan Vinson		RESEARCH PROJECT ANALYST	08/18/2003	
00000024	013304752	Shirley Venable		DFA POLICY COORDINATOR	08/18/2003	
00000025	013342687	Scott Tyler		DFA FINANCIAL ADVISOR	08/18/2003	
00000028	013380622	Sarah Triplett		DFA DEP DIR REV MNGT SVCS/CMSNR	08/18/2003	
00000029	013418557	Sara Treat		DFA DIRECTOR	08/18/2003	
00000041	012773662	Valerian Wright		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000044	012811597	Tracy Wilson		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000046	012849532	Thomas Willoughby		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000047	012887467	Thomas Williams		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000049	013011272	Ted Webb		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000050	013039207	Tammy Webb		SR BUDGET ANALYST/SPECIALIST	08/18/2003	

S\_AHR\_61016369 sapetr INS

[illegible]



SAP

List Edit Goto Settings System Help

Employee List

Export list object to XXL

Microsoft Excel

12. Click the green check to continue.

Employee List

Evaluation period: 09/01/2004 to 09/30/2004  
Number of selected employees: 155

Pers.no.	PersIDNo.	at birth	Job title	Entry Date	Leaving
00000005	012697792		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000007	012735727		SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000012	012925462		EXTRA HELP	08/18/2003	
00000013	112660787			003	
00000015	012963337			003	
00000018	013190947			003	
00000019	112660795			003	
00000020	013228882	Susan Vollman		003	
00000021	013266817	Susan Vinson	RESEARCH PROJECT ANALYST	08/18/2003	
00000024	013304752	Shirley Venable	DFA POLICY COORDINATOR	08/18/2003	
00000025	013342687	Scott Tyler	DFA FINANCIAL ADVISOR	08/18/2003	
00000028	013380622	Sarah Triplett	DFA DEP DIR REV MNGT SVCS/CMSNR	08/18/2003	
00000029	013418557	Sara Treat	DFA DIRECTOR	08/18/2003	
00000041	012773662	Valerian Wright	SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000044	012811597	Tracy Wilson	SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000046	012849532	Thomas Willoughby	SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000047	012887467	Thomas Williams	SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000049	013811272	Ted Webb	SR BUDGET ANALYST/SPECIALIST	08/18/2003	
00000050	013839207	Tammy Webb	SR BUDGET ANALYST/SPECIALIST	08/18/2003	

S\_AHR\_01016369 sapetr INS



Microsoft Excel

Worksheet in Basis (1)

	A	B	C	D	E
1	Pers no.	PersIDNo	Name	Name at birth	Job title
2	00000005	012697792	Wanda Young		SR BUDGET ANALYST/SPECIALIST
3	00000007	012735727	Vickie Wyatt		SR BUDGET ANALYST/SPECIALIST
4	00000012	012925402	Terri Wilkerson		EXTRA HELP
5	00000013	012660787	Harriet Hendrix		DOCUMENT EXAMINER II
6	00000015	012963337	Teresa Whitaker		EXTRA HELP
7	00000018	013190947	Susan Wainwright		ACCOUNTANT
8	00000019	012660795	Gordon Hays		DOCUMENT EXAMINER II
9	00000020	013228882	Susan Vollman		DFA TAX RESEARCH ADMINISTRATOR
10	00000021	013266817	Susan Vinson		RESEARCH PROJECT ANALYST
11	00000024	013304752	Shirley Venable		DFA POLICY COORDINATOR
12	00000025	013342687	Scott Tyler		DFA FINANCIAL ADVISOR
13	00000028	013380622	Sarah Triplett		DFA DEP DIR REV MNGT SVCS/CMSNR
14	00000029	013418557	Sara Treat		DFA DIRECTOR
15	00000041	012773662	Valerian Wright		SR BUDGET ANALYST/SPECIALIST
16	00000044	012811597	Tracy Wilson		SR BUDGET ANALYST/SPECIALIST
17	00000046	012849532	Thomas Willoughby		SR BUDGET ANALYST/SPECIALIST
18	00000047	012887467	Thomas Williams		SR BUDGET ANALYST/SPECIALIST
19	00000049	013011272	Ted Webb		SR BUDGET ANALYST/SPECIALIST
20	00000050	013039207	Tammie Webb		SR BUDGET ANALYST/SPECIALIST
21	00000051	013077147	Tashita Washington		MANAGEMENT PROJECT ANALYST II

Ready

S\_AHR\_61016369 sapetr INS



# Demonstration

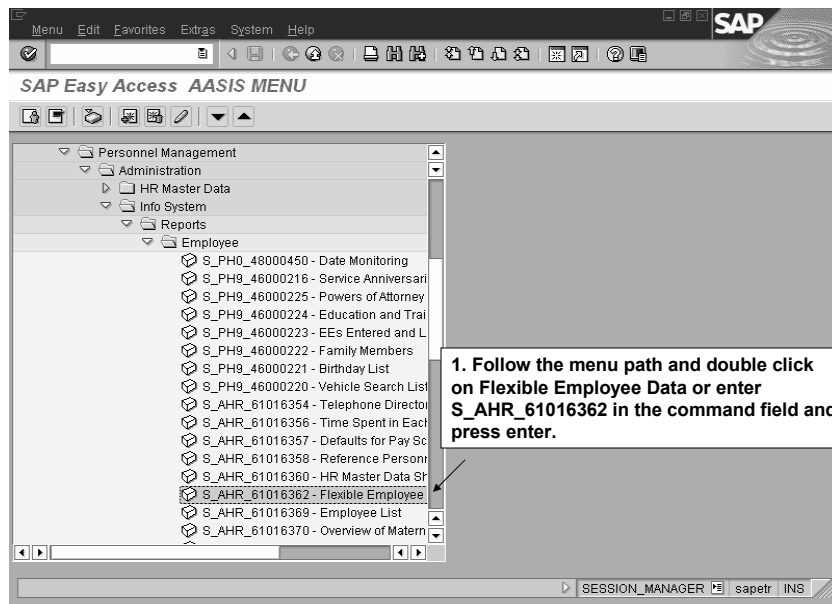


## Run A Flexible Employee Data Report

Transaction Code: **S\_AHR\_61016362**



**Note:** The roles that have authorization to generate this report are State/CLJ/Agency Personnel Administration, State/CLJ/Agency Personnel Management and State Org & Comp Specialist.





The screenshot shows the SAP Flexible Selection dialog box. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the dialog box is divided into several sections. The 'Key date' section has two radio buttons: 'Today' (selected) and 'Other keydate'. Below these is a 'Key Date' text field with a calendar icon. The 'Selection' section has a 'Personnel number' text field with a search icon. The 'Additional data' section has a 'Field selection' button. At the bottom, there is a status bar with the text 'S\_AHR\_61016362 sapetr OVR'. Two callout boxes are present: one pointing to the 'Further selections' button with the text '3. To add other selection options, click on Further selections.', and another pointing to the 'Key Date' field with the text '2. Select the Period for the search.'

Program Edit Goto System Help

Flexible Selection

Further selections Search helps Sort order Org. structure

Key date

☒ Today  
☐ Other keydate

Key Date

Selection

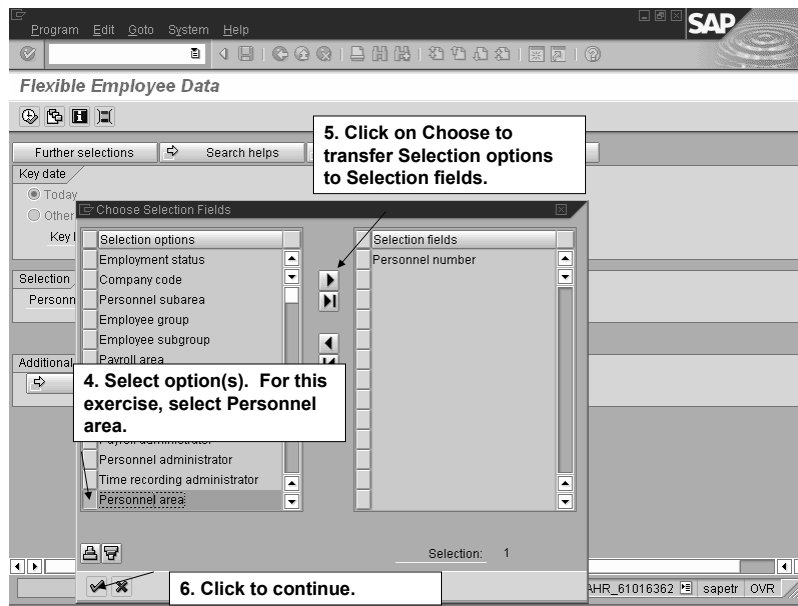
Personnel number

Additional data

Field selection

S\_AHR\_61016362 sapetr OVR







Program Edit Goto System Help

**Flexible Employee Data**

Further selections Search helps Sort Org. structure

Key date

☒ Today  
☐ Other keydate

Selection

Personnel number to  
Personnel area FA08 to

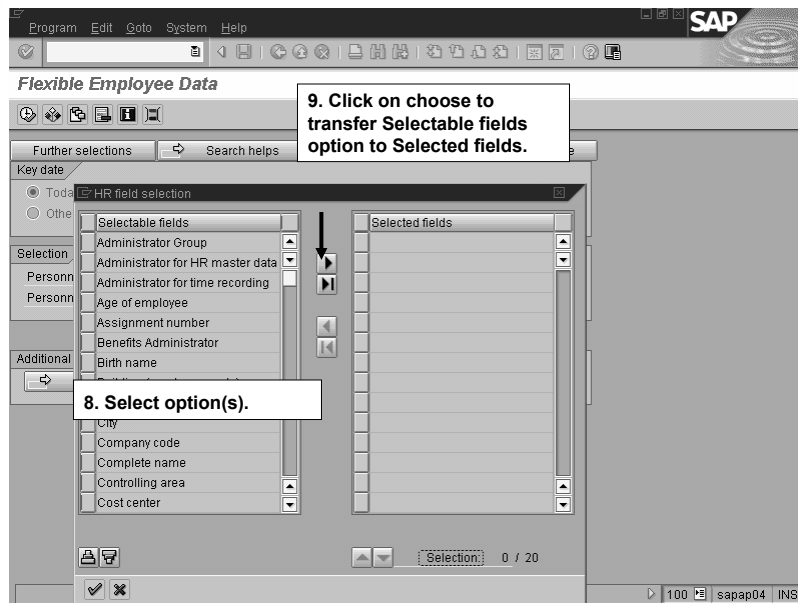
7. Select criteria for the search. Such as personnel number or personnel area.

Additional data

Field selection

100 sapap04 INS

**Note:** It is necessary to limit your search by personnel area, business area, etc. Otherwise, your search will run on all participating AASIS agencies.





Program Edit Goto System Help

**Flexible Employee Data**

Further selections Search helps Sort Org. structure

Key date

☒ Today ☐ HR field selection

☐ Selection

☐ Personnel

☐ Personnel

☐ Additional

Selectable fields

- Number of children
- Operation indicator for wage types
- Organizational key
- Organizational unit
- Payment Model
- Payroll administrator
- Payroll area
- Personnel area
- Second name
- Seniority
- State
- Street 2
- Street 3
- Supervisor area

Selected fields

- Personnel number
- First name
- Last name
- House number and street
- City
- Region (State, Province, County)
- Postal code
- Date of birth
- Personal ID number
- Personnel subarea
- Position

Selection: 11 / 20

10. Click to continue.

100 sapap04 INS



Program Edit Goto System Help

**Flexible Employee Data**

11. Click Execute.

Key date  
☒ Today  
☐ Other keydate

Selection  
Personnel number to  
Personnel area FA08 to

Additional data  
Field selection

Note: The Field selection arrow is green which reflects that there are selections stored.

100 sapap04 INS



After the report is generated, you can print the report from this screen.

Or click Spreadsheet to transport to Excel.

### Flexible Employee Data

Key date: 08/01/2002

Cost center	Date of birth	Employment percentage	First name	Gender key	Last name	Personnel number	Position
0000383201	10/31/1960	100.00	Bob001	Male	DFA-NE	00050016	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob002	Male	DFA-NE	00050017	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob004	Male	DFA-NE	00050019	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob005	Male	DFA-NE	00050020	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob006	Male	DFA-NE	00050021	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob007	Male	DFA-NE	00050022	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob008	Male	DFA-NE	00050023	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob009	Male	DFA-NE	00050024	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob010	Male	DFA-NE	00050025	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob011	Male	DFA-NE	00050026	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob012	Male	DFA-NE	00050027	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob013	Male	DFA-NE	00050028	MANAGEMENT PROJECT ANAL
0000383201	10/31/1960	100.00	Bob014	Male	DFA-NE	00050029	MANAGEMENT PROJECT ANAL

SAPLSLVC\_FULLSCREEN | sapqas | INS



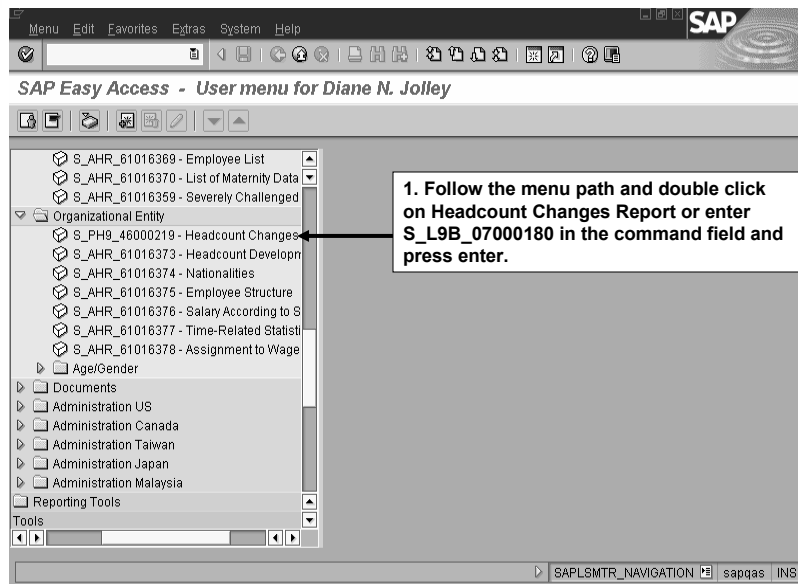
## Demonstration

### Run Headcount Changes Report

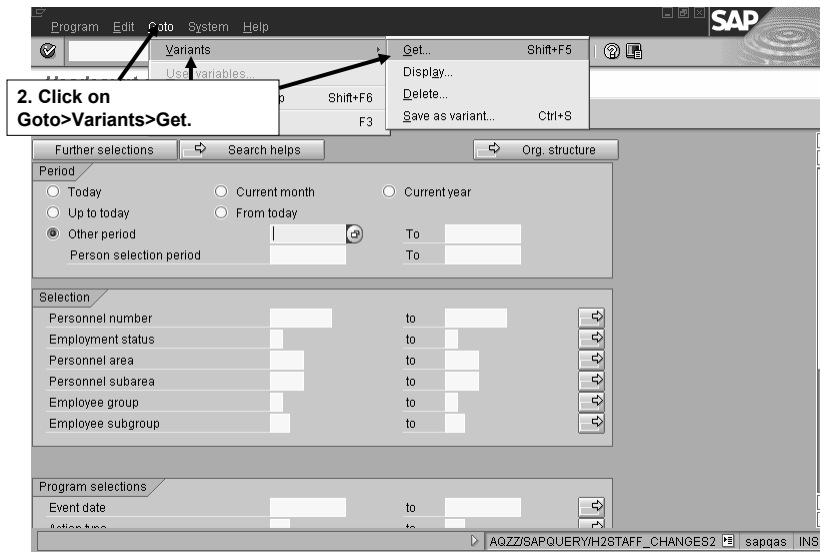
Human Resources > Personnel Management >  
Administration > Info System > Reports > Employee >  
Organizational Entity > Headcount Changes  
Transaction Code: S\_L9B\_07000180



**Note:** The roles that have authorization to generate this report are State/CLJ/Agency Personnel Management, State/CLJ/Agency Personnel Administration and CLJ/Agency Employee Benefits Specialist.







**Note:** To run this report for a specific action type, skip steps 2 thru 6. For example, the DROP action is not one of the variant options. Therefore, you would not use steps 2 thru 6. Selecting a specific action type is reflected later in this demonstration.





Program Edit Goto System Help

**Headcount changes**

Further selections Search helps Org. structure

Period  
☐ Today ☐ Current month ☐ Current year  
☐ Up to today ☐ From today  
☒ Other ABAP: Variant Directory of Program A0ZZ/SAPQUERY/H2STAFF\_CH

Pers  
Variant catalog for program A0ZZ/SAPQUERY/H2STAFF\_CHANGES2

Selection	Variant name	Short description	...	Cha
Personn	0710ACTIONS01	headcount changes in Pul.Co.	A	
Employr	AGENCY RETIR...	Retirees Other Period	A	
Personn	AGENCY TERMS	Terminations Other Period	A	
Personn	ENTRIES	Hire, Rehire, Reemploy Retiree	A	
Employe	GF ACTIONS	Current PP actions	A	KRL
Employe	GF MO ACTIONS	Current Mo actions	A	
Employe	LWOP	No. of EE's on LWOP	A	

Program s  
Event da  
Action &...

A0ZZ/SAPQUERY/H2STAFF\_CHANGES2 sapap07 INS

**5. Select a variant.**

**6. Click Choose.**



The screenshot shows the SAP HRPA-Personnel Administration interface. The top bar includes the SAP logo and a menu bar. The main window is divided into several sections:

- Further selections:** Contains radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year". The "Other period" option is selected, with date ranges "070102" and "073102" entered in the "To" fields.
- Selection:** A table with columns for "Personnel number", "Employment status", "Personnel area", "Personnel subarea", "Employee group", and "Employee subgroup". Each row has a "to" field for selection.
- Program selections:** Contains an "Event date" field with the range "070102" to "073102".

Four numbered callouts provide instructions:

- 10.** To add other selection options, click on Further selections.
- 7.** Select Other period, and enter date ranges as weekly, biweekly, monthly, etc.
- 8.** Select criteria for the search. Such as personnel number or personnel area.
- 9.** In the Event date field, enter the date ranges as reflected in the Other period field (step 7).

**Note:** It is necessary to limit your search by personnel area, business area, etc. Otherwise, your search will run on all participating AASIS agencies.



Program Edit Goto System Help

**Headcount changes**

Further selections Search helps

Period

☐ Today  
☐ Up to  
☒ Other

**Choose Selection Fields**

**Selection options**

- Action type
- Customer-defined status
- Special payment status
- Company code
- Organizational key
- Business area
- Legal person

**Selection fields**

- Personnel number
- Employment status
- Personnel area
- Personnel subarea
- Employee group
- Employee subgroup

**Selection**

- Personnel
- Employment
- Personnel
- Personnel
- Employment
- Employment

**Program s**

- Organizational unit
- Position
- Job

**Event da**

**Action ty**

Further

Selection: 6

100 sapap04 INS

**11. Select option(s). For this exercise, select Business area.**

**12. Click on Choose to transfer Selection options to Selection fields.**

**13. Click to continue.**



Program Edit Goto System Help

**Headcount changes**

Personnel subarea to  
Employee group to  
Employee subgroup to

Program selections  
Event date to  
Action type Z8 to

Further processing options  
☐ No further processing  
☐ Display as table  
☐ Graphics  
☐ ABC analysis  
☐ Executive Info System (EIS)  
☐ File store  
☐ Save with ID

Action type (1) 24 Entries found  
Restrictions  
A... Name of action type  
Z6 Re-employment of Retiree  
Z7 Retirement  
Z8 DROP  
ZC LWOP - Inactive Status

14. Select the action type.

24 Entries found

sapqas INS

AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-78

**Note:** Click on the drop-down list in the Action type field to select action type's) for the search.



After the report is generated, you can print the report from this screen.

Or click Spreadsheet to transport to Excel.

Headcount changes

Personnel no.	First name	Last name	Entry	Act	Name of action type	From	Org. unit	Name of organizational unit	PArea	Pe
00051980	Sam	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052082	Sam001	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052085	Sam002	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052086	Sam003	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052087	Sam004	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052088	Sam005	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052089	Sam006	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052090	Sam007	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052091	Sam008	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052092	Sam009	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052093	Sam010	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052094	Sam011	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052095	Sam012	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052096	Sam013	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052097	Sam014	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF
00052098	Sam015	Benefits6	06/24/2001	Z8	DROP	07/07/2002	21690610	Department of Finance and	FA01	DF

SAPLSLVC\_FULLSCREEN sapqas INS

**Note:** The Entry column reflects the date the employee was entered in the system.

This From column reflects the date the employee entered in DROP.



## Demonstration

### Run EEO4 Verification Report

Transaction Code: ZPEEO4\_VERIFY



**Note:** This report is used to verify employee information that is provided to the federal government.

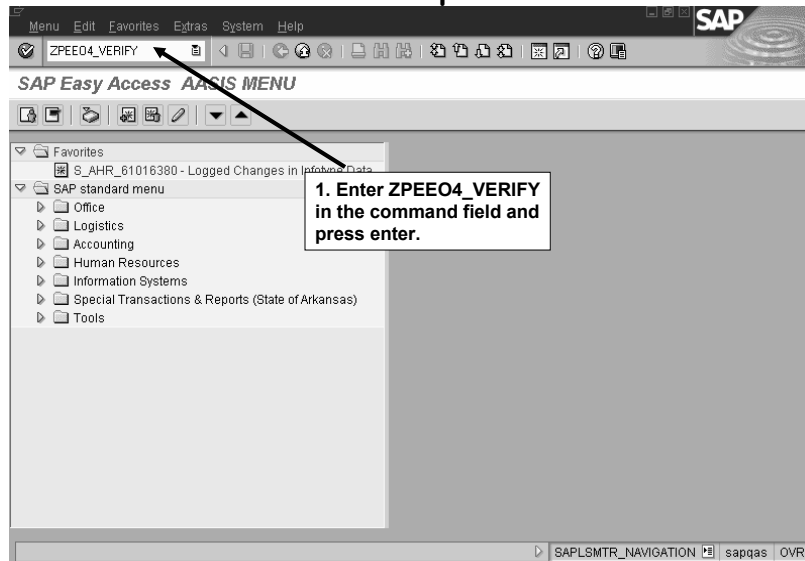
After running this report, agencies must review for missing employee ethnic origin, gender and/or part-time indicator information.

To run this report, you will need the role of Agency, State or CLJ Personnel Management.





## EEO4 Verification Report





## EEO4 Verification Report

The screenshot shows the SAP HR-EEO-4 Verification interface. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main window is titled "HR - EEO-4 Verification". Below the title bar, there are several input fields and buttons. Callout boxes provide instructions: "4. Click execute." points to the execute button; "2. The From/To date should be the fiscal year for which you are reporting. For example, this reporting year is July 1, 2004 to June 30, 2005." points to the "From date" and "To date" fields; "3. Enter the Personnel number, Business area or Personnel area for which you are reporting." points to the "Personnel number", "Business area", and "Personnel area" fields. The status bar at the bottom shows "QAS (1) (250) sapqas INS".

4. Click execute.

2. The From/To date should be the fiscal year for which you are reporting. For example, this reporting year is July 1, 2004 to June 30, 2005.

3. Enter the Personnel number, Business area or Personnel area for which you are reporting.

AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-82

**Note:** It is necessary, to limit your search by personnel area, business area, etc. Otherwise, your search will run on all participating AASIS agencies.



# EEO4 Verification Report

List Edit Goto Settings System Help

HR - EEO-4 Verification

EEO-4 Detail

GLREAMEY 06/30/2002 09:43:05 - Page: 0

ZPAPA0003\_EEO4\_VERIFICATION - 46B QAS/250

5. Verify the employee's master data, especially the Gender, Ethnic Origin and Part-time information.

Pers.no.	First name	Initials	Last name	Position	FC	Hourly rate	Empl. %	Part-time	Employment	EE group	Gender	Ethnic Origin
47	David		Specs	22112620	1	7.9325	100.00		3	1	Male	White/Not Hispa
49	Ben		Concur	99999999	1	13.1365	100.00		0	1	Male	White/Not Hispa
52	kjfkj		erikje	22112305	1	7.9235	100.00		3	1	Unknown	
53	Leonard		Test1	22112305	1	7.9235	100.00		3	1	Male	White/Not Hispa
54	Leonard		Test2	22112305	1	7.9235	100.00		3	1	Male	White/Not Hispa
55	Leonard		Test3	22112305	1	7.9235	100.00		3	1	Male	White/Not Hispa
56	Leonard		Test4	22112305	1	7.9235	50.00	X	3	1	Male	White/Not Hispa
57	Leonard		Test5	22112305	1	7.9235	100.00		3	1	Male	White/Not Hispa
58	Leonard		Test6	22112305	1	7.9235	100.00		3	1	Male	White/Not Hispa
59	Leonard		Test7								Male	White/Not Hispa
60	Leonard		Test8								Male	White/Not Hispa
61	Leonard		Test9								Male	White/Not Hispa

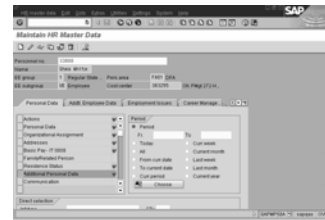
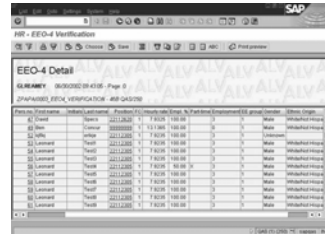
NOTE: An 'X' will be reflected in the Part-time column if the employee works less than 100%.

QAS (1) (250) sapgas INS

# EEO4 Verification Report

To update an employee's ethnic origin information follow these procedures:

1. From the report, double-click on the employee's personnel number.
2. You should now be at Maintain HR Master Data. Your employee's personnel number should be reflected. Press enter.
3. Select Infotype 0077 (Additional Personal Data) and click on the **create** icon if this information is missing. To make a correction to incorrect information, use the **change** icon.



AASIS Support Center, V3.0  
November, 2005, Gwinnett Orr

9-84



## EEO4 Verification Report

To update an employee's ethnic origin information follow these procedures, continued:

4. In the 'From' field enter the employee's original hire date if after 6/24/01. If the employee was converted from AHRMS in AASIS, enter 6/24/01 in the 'From' field.
5. In the 'Ethnic origin' field, make the appropriate selection from the drop-down list.
6. Click to save.

Personal no. 33000 Name Shaw, W. Status Active  
EE group 1 Regular Date Em. FA01 DFA  
EE subgroup 06 Employee 000 SSN 655-55-0000  
From 6/24/01 To 12/31/9999

Create Additional Personal Data

Additional Personal Data

Ethnic origin American Indian/Alaskan  
Military status Asian or Pacific Islander  
Medicare Black/African American  
EEO4 exempt Hispanic or Latino  
Veteran status White/Caucasian origin

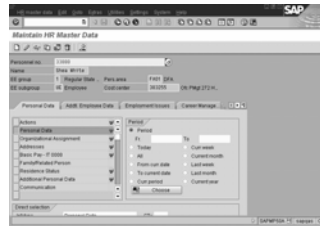
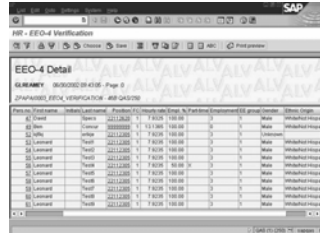
Special disabled veteran Disability  
Vietnam-era veteran Disability date  
Other veteran Disability date  
Non-veteran



## EEO4 Verification Report

To update an employee's gender information follow these procedures:

1. From the report, double-click on the employee's personnel number.
2. You should now be at Maintain HR Master Data. Your employee's personnel number should be reflected. Press enter.
3. Select Infotype 0002 (Personal Data) and click on the **change** icon.





## EEO4 Verification Report

To update an employee's gender information follow these procedures, continued:

4. DO NOT CHANGE the 'From' field information. This should reflect the employee's birth date.
5. In the 'Gender' field, make the appropriate selection.
6. Click to save.

The screenshot shows the SAP HRPA-Personnel Administration interface. The main window is titled 'Change Additional Personal Data'. It displays employee information for Personnel no. 33000, Name Shes, Wk. Status Active. The 'Additional Personal Data' section is open, showing 'Ethnic origin' as 'American Indian/Alaskan' and 'Military status' as 'None'. The 'Gender' field is set to 'M'. The 'From' field is 01/04/1951 and the 'To' field is 12/31/9999. The 'Save' button is visible at the bottom right.



# EEO4 Verification Report

To update an employee's part-time information follow these procedures:

1. From the report, double-click on the employee's personnel number.
2. You should now be at Maintain HR Master Data. Your employee's personnel number should be reflected. Press enter.
3. Select Infotype 0007 (Planned Working Time) and click on the **change** icon.







## EEO4 Verification Report

To update an employee's part-time information follow these procedures, continued:

4. **IMPORTANT: Enter 06/20/04 in the 'From' field.** Otherwise, the system will perform re-calculation for time and/or payroll.
5. In the 'Employment percent' field, enter the appropriate percentage. Be aware that this change will affect the employee's leave accrual.
6. Click the green check until you receive the message "Save your entries."
7. Click to save.

Personnel no.	Name	Shea, W.	Status	Active
33888				

EE group	1	Regular State Em.	Personnel ar.	FAB	DFA
EE subgroup	IE	Employee	SSN	555-55-9999	

From	To
06/11/2002	12/31/2004


Work schedule rule	Open Schedule 8 hours
Work schedule rule	OPEN08
Time Mgmt status	1-Time evaluation of actual times
Working week	Sunday to Saturday
<input type="checkbox"/> Part-time employee	

Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00



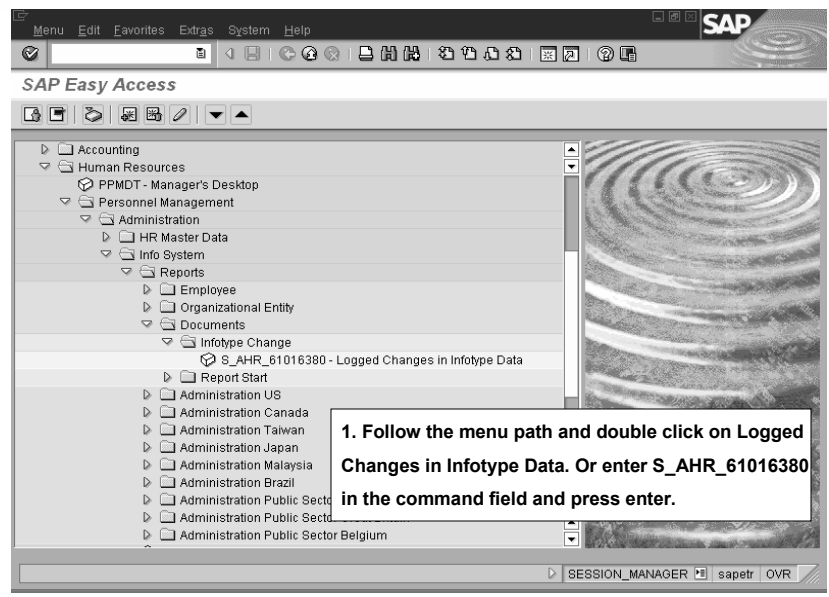
## Demonstration

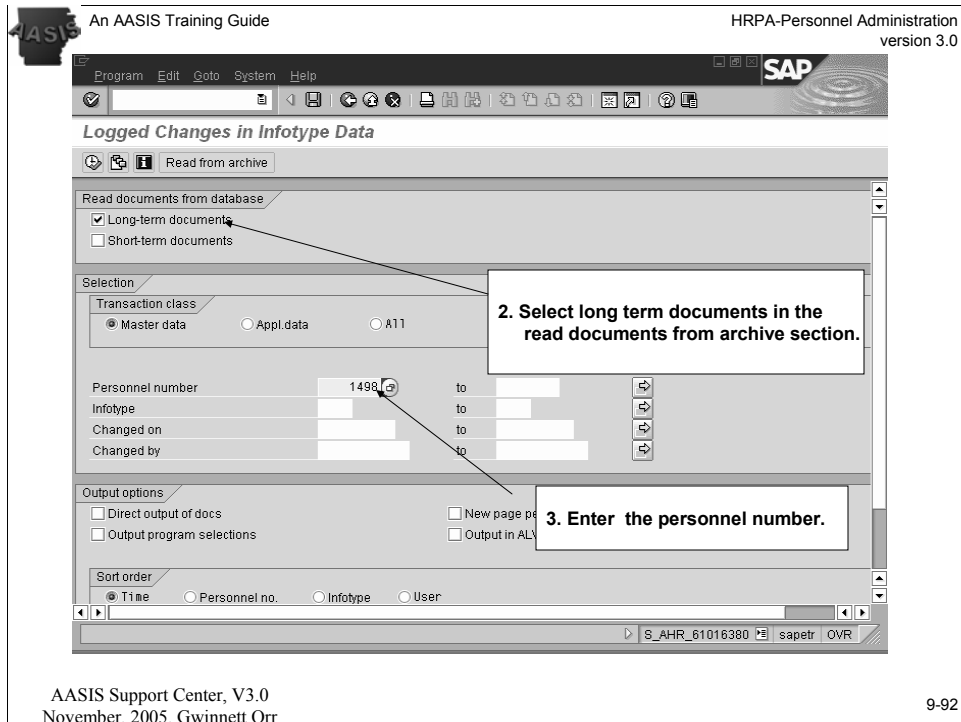
### Run A Logged Changes in Infotype Data Report

 Transaction Code: **S\_AHR\_61016380**



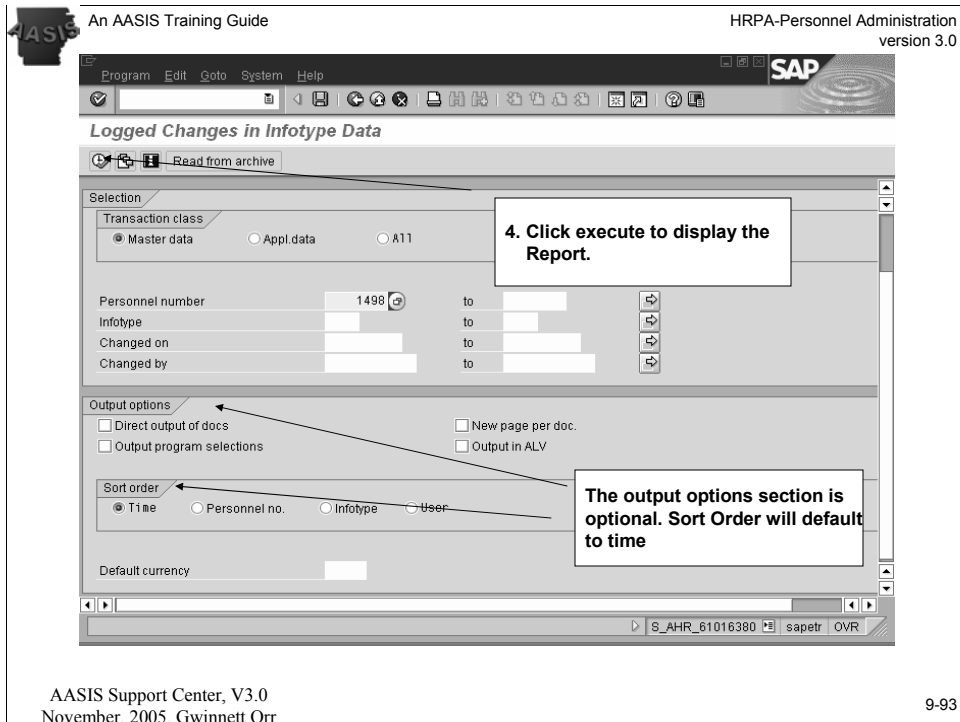
**Note:** The roles that have authorization to generate this report are State/CLJ/Agency Personnel Administration, State/CLJ/Agency Personnel Management and State Org & Comp Specialist.





The Logged Changes in Infotype Data report is a log of changes made to infotype records in employee master data. Three sections are available to select the way you want the report to appear.

1. Read documents from database: Type of documents include:
  - Long-term documents –sorted according to personnel number and infotype. Long-term documents are used for revision. You can use these documents to identify which employee changed, deleted or created data records, and when.
  - Short-term documents- sorted according to the date they were last edited.
2. Selection: Under selections, specify:
  - Which employees are to be selected, in the **Personnel number field**
  - which data the system is to evaluate, in the **Infotype field**
  - Whether a specific change date, or a certain interval period is to be considered, in the **Change on field**
  - Whether you want to display the changes made by a specific user, in the **Changed by field**



### 3. Output options-

- If you have selected *Direct output of documents*, the documents are displayed and details on the changes made in an infotype.
- If you selected *New page per doc.*, each document is printed on a separate page.
- Output Program Selections – N/A
- Output in ALV – N/A

4. Sort Order- If you set one of the following indicators, the data is sorted in accordance with the indicators.

- Time
- Personnel number
- Infotype
- User

Output Currency – N/A

Note: If you have not made any selections under Output options, the list contains an overview of the documents.



SAP

Goto System Help

Logged Changes in Infotype Data

Errors

Logged Changes in Infotype Data 1

Long-term documents

PersNo	Infotype	Date	Time	SqNo	Changed by
00001498	A 0000	10/12/2004	13:06:28	0001	RCWRIGHT
00001498	A 0003	10/12/2004	13:06:28	0001	RCWRIGHT
00001498	A 0002	10/12/2004	13:08:04	0001	RCWRIGHT

5. Double click on the highlighted Line. This will display IT-0001 Org Assignment. ( see next screen)

S\_AHR\_61016380 sapetr OVR

Note: No selection output was chosen. List contains an overview of the documents.



Goto System Help

SAP

**Logged Changes in Infotype Data**

PersNo 00001498  
Infotype A 0000 Actions  
Changed by RCWRIGHT  
Date 10/12/2004 Time 13:06:28 Seq. no. 0001


Subty	Obj	Lck	From	To	No	Old record changed	Action
Field name			Old field			New field	
			07/18/2004	12/31/9999	000		I
*Act.reason						01	
*Action						ZF	
*Cus.-spcf.						0	

S\_AHR\_61016380 sapetr OVR



# Demonstration

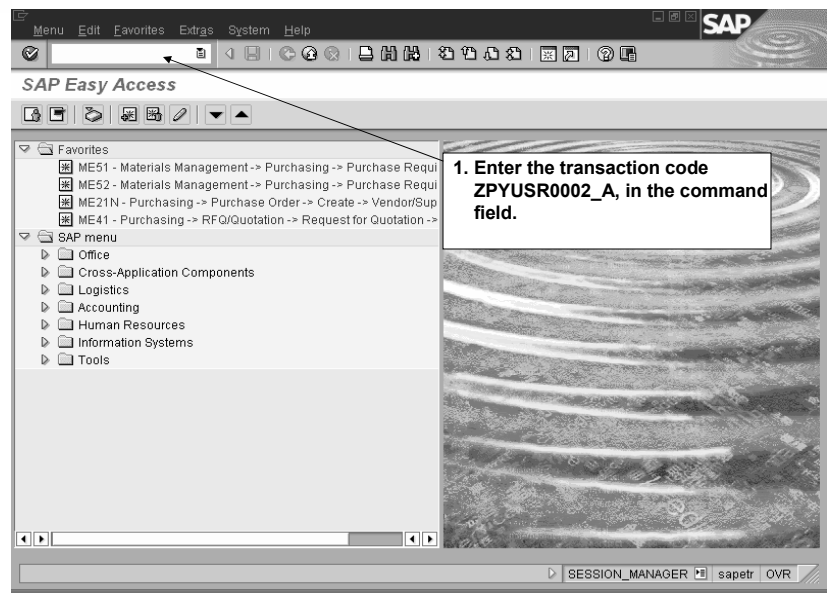
## Run A Missing Infotype Report

 Transaction Code: **ZPYUSR0002\_A**



**Note:** The roles that have authorization to generate this report are State/CLJ/Agency Personnel Administration, State/CLJ/Agency Personnel Management and State Org & Comp Specialist.







Program Edit Goto System Help

**Pre-Processing Infotype Check Report**

Further selections Search helps Sort order

**Period**

☒ Today ☐ Current month ☐ Current year  
☐ Up to today ☐ From today

Data Selection Period  
Person selection period  
Payroll period

**2. Enter the period**

**Selection**

Personnel number	1500	
Employment status		
Company Code		
Payroll area		
Pers.area/subarea/cost cente		
Employee group/subgroup		

**3. Enter personnel number (s) and personnel area.**

Select Infotypes to check

☐ IT0001 ☐ IT0002 ☐ IT0006 ☒ IT0007

ZPYUSR0002\_A sapetr OVR



Program Edit Goto System Help

**Pre-Processing Infotype Check Report**

**5. Execute**

☐ Up to today  
☐ Other period

Data Selection Period 1500 To  
Person selection period To  
Payroll period

**Selection**

Personnel number  
Employment status  
Company Code  
Payroll area 11  
Pers.area/subarea/cost centre  
Employee group/subgroup

**4. Select the Infotype to check.**

**Select Intotypes to check**

<input type="checkbox"/> IT0001	<input type="checkbox"/> IT0002	<input type="checkbox"/> IT0006	<input checked="" type="checkbox"/> IT0007
<input checked="" type="checkbox"/> IT0008	<input checked="" type="checkbox"/> IT0009	<input type="checkbox"/> IT0105	<input type="checkbox"/> IT0207
<input type="checkbox"/> IT0208	<input type="checkbox"/> IT0209	<input type="checkbox"/> IT0210	

ZPYUSR0002\_A sapetr OVR



List Edit Goto System Help

**Pre-Processing Infotype Check Report**

Program: ZPYUSR0002\_A      Arkansas Administrative Statewide Information System      Date:  
User: 6LORR      Pre-Processing Infotype Check      Time:  
Page: 1      System:

Employee Number: 00001500  
0645 HL98 999-19-3002 ANGELA LINDASUE

IT0007 TIME MANAGMENT STATUS NOT 1 OR 9  
IT0008 ANNUAL SALARY IS MISSING  
IT0008 WAGE TYPE MISSING  
IT0008 WAGE AMOUNT MISSING  
IT0009 INFOTYPE IS MISSING

ZPYUSR0002\_A    sapetr    OVR

This report shows the infotypes that are missing.



# Questions and Answers

